

ADMINISTRATIVE SERVICES (DRAFTS)

1 of 5

SECRET

CONFIDENTIAL

REGULATION

25X1A

RECORDS
11 December 1956

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RECORDS MANAGEMENT

SYNOPSIS: This regulation provides for a continuing Agency Records Management Program to control and improve records from their creation or receipt to their disposition.

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Rescission: ☐ dated 14 July 1951

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1. GENERAL**a. SCOPE**

All record material of the Agency is encompassed by this regulation, including that transmitted electrically.

b. RECORD MATERIAL

For the purpose of this regulation, record material is defined as: all books, papers, maps, photographs, films, recordings, or other documents and material regardless of physical form or characteristics, made or received by any part of the Central Intelligence Agency pursuant to Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by CIA or its legitimate predecessor or successor organizations as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transaction, operations, or other activities or because of the informational value of data contained therein. "Records" and "record material" may be used interchangeably.

c. RECORDS MANAGEMENT PROGRAM

The Records Management Program consists of the elements listed and described below:

- (1) Reports Management — The analysis, improvement, and control of administrative reporting.
- (2) Correspondence Management — The application of improved standards and procedures for the preparation and handling of correspondence.
- (3) Forms Management — The analysis, design, and control of forms.
- (4) Records Maintenance — The establishment of standard procedures, systems, equipment, and supplies for records maintenance.
- (5) Records Disposition — The economical and systematic disposition of Agency records including their preservation, retention, transfer, protection, and disposal according to approved schedules.
- (6) Vital Materials — The timely selection, transfer to, and maintenance in an Agency designated repository of record materials, documents, and files which are essential to the continued operation of CIA in an emergency and the destruction of which would constitute a serious or irreplaceable loss.

2. POLICIES

The Agency Records Management Program shall be administered on a decentralized basis through Major Component* programs governed by the following policies:

* Major Components are the Offices of the Deputy Director (Plans), Deputy Director (Intelligence), and Deputy Director (Support).

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- a. Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.
- b. Measures shall be taken to insure that essential records are created and maintained by the most efficient and economical methods.
- c. Measures shall be taken to insure that nonessential records, reports, and forms are not created.
- d. Records essential to emergency operations of the Agency shall be promptly and currently deposited at a relocation site.
- e. The Agency Records Center shall be a facility for storing, processing, and servicing of semiactive or retired Agency records, and will serve as an Agency archival facility. The Records Center shall be compartmented and controlled in such a manner that the defense classification or sensitivity requirements of the operating components are honored.
- f. Records control schedules shall be developed to identify and preserve records of permanent value; to provide for the scheduled removal of noncurrent records from office space and filing equipment to more economical storage; and to provide for the scheduled destruction of records of temporary value.

3. RESPONSIBILITIES

a. CHIEF, RECORDS MANAGEMENT STAFF

The Chief, Records Management Staff, is responsible for:

- (1) Staff guidance, assistance, and coordination of the Agency Records Management Program by providing broad plans, policies, standards, and guides.
- (2) Providing forms analysis, design, and reference services and for approving new or revised forms and requests for reprints.
- (3) Reviewing and approving records control schedules and requests for equipment, services, and supplies to the extent necessary to assure compliance with Records Management Program requirements.
- (4) Providing technical guidance to the Records Center and Vital Materials Repository.
- (5) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations on records management matters.
- (6) Review of the component Records Management Programs.

b. DEPUTY DIRECTORS

The Deputy Directors are responsible for:

- (1) Establishing, directing, and maintaining CIA component Records Management Programs consisting of the elements referred to in paragraph 1e, and guided by the broad plans, policies, standards, and guides promulgated by the Records Management Staff.
- (2) Maintaining such liaison with other offices of the Agency as is required in the performance of component records management responsibilities.
- (3) Designating an individual who will be responsible for the development and administration of the respective component Records Management Programs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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RECORDS MANAGEMENT STAFF
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27 September 1951

MEMORANDUM TO: Deputy Director (Administration)

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SUBJECT: CIA Regulation No. [] Records Management

REFERENCE: Memorandum dated 19 September 1951 from the Chief, Administrative Services to the Advisor for Management.

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1. Paragraph C.(5) of CIA Regulation No. [] dated 14 July 1951 states:

"Storage, maintenance and indexing of all vital material received at the repository will be the responsibility of the chief of the filed installation where the repository is located."

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2. Prior to the issuance of Regulation No. [] the subject of the authority of the Resident Manager, [] was thoroughly discussed and it was understood that, like any other field station chief, he would take policy direction from CIA headquarters, which, in this case would be the Chief, Administrative Services. The published regulation does not differ in any way from the draft signed by the Chief, Administrative Services.

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3. It appears to this Office that to revise CIA Regulation No. [] to provide that employees at the repository would be under the jurisdiction of the [] for security and personnel administration only would place the Resident Manager in an impossible situation in that he would not have proper command over his installation.

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4. It is recommended that a memorandum, clarifying the position of each, be addressed jointly to the Chief, Administrative Services and the Resident Manager, [] and that no change be made in CIA Regulation No. []

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[]
Advisor for Management

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ADDP.

Memo (M.)
Re the attached memo from [redacted]
It is our opinion that [redacted]

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as written, is in complete accord
with your thinking - or was
when ~~was~~ published.

Supplication is requested
as to whether you desire a
change in this Reg. -

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27 September 1951

MEMORANDUM TO: Deputy Director (Administration)

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25X1A 3. It appears to this Office that to revise CIA Regulation No. [] to
25X1A provide that employees at the repository would be under the jurisdiction of the Resident Manager [] for security and personnel administration only would place the Resident Manager in an impossible situation in that he would not have proper command over his installation.

25X1A 4. It is recommended that a memorandum, clarifying the position of each, be addressed jointly to the Chief, Administrative Services and the Resident
25X1A Manager, [] and that no change be made in CIA Regulation No. [] 25X1A

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[]
Advisor for Management

Atch.

D-M/LS

cc: Subject

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Advisor for Management

19 September 1951

Chief, Administrative Services

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CIA Regulation No. [] "Records Management" (14 July 1951)

1. A proposed revision of Regulation No. [] is recommended to preclude the possibility of a misunderstanding which might arise in regard to jurisdiction over personnel assigned to the repository.

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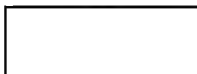
a. Revise Paragraph C. (5) as follows:

(5) Storage, maintenance and indexing of all vital material received at the repository will be the responsibility of the Chief, Administrative Services Office through the CIA Records Officer.

b. Add the following as Paragraph C. (6):

(6) Employees assigned to the repository will be under the jurisdiction of the Chief of the Field Installation where the repository is located for requirements of security and personnel administration only.

2. It is believed the foregoing changes will provide proper distinction between operational direction and administrative support.



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cc: Admin. Ser. Files
Sp. Asst. AD(A)
Rec. Mgt. file
Rec. Mgt. & Hist Files

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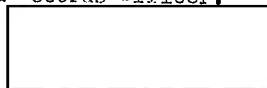
SEP 21 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO :
FROM :
SUBJECT:

DATE:

In OSO this position is presently held as an additional duty by the Chief, IID, a GS-12. To be seriously performed an effective, however, it should be a separate and distinct function at the GS-12 level or higher. Unless this is done, OSO will continue to combine the two functions of Chief, IID and Area Records Officer.



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Dep. Chief, Admin Staff

In OPC this position is held at present as an additional duty by a GS 11 because of shortage of personnel. When our TO is filled out it will be performed, if possible, as a separate function and should be at GS 11, or GS 12 level.



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Chief General Services Division
OPR

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Chief, Administrative Services

11 April 1951

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Acting Chief, Records Control Section

Liaison Contacts

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1. There should be a change in wording in Central Intelligence Agency Regulation [] Paragraph D. (2), dealing with liaison responsibilities. This paragraph states that the CIA Records Officer will serve as the CIA Liaison to the . . . Bureau of the Budget on records problems.

2. This wording was included in earlier writings of the duties of the CIA Records Officer because inter-agency transfers of custody of records were required by Executive Order to be submitted by the agency records officer to the Bureau of the Budget for clearance. This has been superseded by Public Law 754 which charges the Administrator, General Services Administration, with promulgating regulations for such transfers. The CIA Records Officer now deals with the Director, Records Management Service, an official of the National Archives and Records Service, General Services Administration.

3. Continuing liaison to handle CIA records problems was originally established by OCD between the CIA Records Officer and the National Archives and Records Service. All analysts in the Records Control Section may be involved in such contacts.

4. The Liaison Division, OCD channels liaison problems with other agencies on Records Management matters to the Records Control Section. OCD makes initial liaison arrangements in accordance with CIA Regulation [] to permit direct contact between the CIA Records Officer and officials of the agencies concerned.

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5. To prevent possible confusion with the intent of Regulation [] which assigns all liaison with the Bureau of the Budget to the Comptroller, it is recommended that the words "Bureau of the Budget" be deleted from paragraph D. (2) of Regulation []

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6. It is recommended, also, that there be added to Regulation [] a statement with respect to liaison on records problems to read as follows: The CIA Records Officer, Administrative Services Office will arrange for or conduct operational liaison with the National Archives and Records Service in connection with its functions. (See Regulation []

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cc: Mgmt Office ✓
CIA Records Officer

APR 12 1951

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d. A procedure has been written for the processing and depositing of vital documents which has been submitted to you for approval through the Advisor for Management. This procedure assumes the establishment of area records officers in each CIA activity in the departmental area, incorporates forms required for the purpose of control, and includes the use of an IBM system of controlling the documents, locating of documents, and the running off of periodic inventories of documents on hand.

e. The proposed procedure which has not yet been approved also includes deposits by area records officers and the CIA Vital Documents Officer on Friday of each week. This program has been substantially carried out.

25X1A f. In cooperation with the Resident Manager of ☐ space has been selected into which all vital document files, including those at ☐ can be moved. The space selected will provide adequate room for expansion until the completion of the vault at ☐ for this purpose. 25X1A

g. A 1/0 of 3 employees will be required to bring the vital documents program up to date to continue it on a current basis. These positions should be a Custodian, GS-12; a Clerk, GS-5; and a Tabulating Machine Operator, GS-4. This, of course, was made to you verbally on Saturday, 2 June 1951. A custodian has been tentatively selected pending the establishment of this position.

3. As indicated above, there is no procedure or other means by which an exact report can be made on the present status of this program. It can only be said that all offices are now participating in this program and are regularly depositing material with the CIA Vital Materials Officer, with the exception of the following:

- a. The Director of Central Intelligence
- b. The Deputy Director of CIA
- c. The Deputy Director for Plans
- d. Medical, Procurement, and Training Offices under the Deputy Director for Administration
- e. The Office of National Estimates (National Estimates reports are being deposited through the channels of OOD)
- f. Office of Intelligence Coordination
- g. Office of Current Intelligence - OOI has not been satisfied with the security at Hedgesneck and has delayed the depositing of their material until better security arrangements are made at either Hedgesneck or WTC. That office has made some deposits and is prepared to make additional deposits in the next few days.

Each of the above offices has been contacted in regard to the matter and will bring their deposits up to date. (Except the Office of the Director and all Deputies)

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With respect to most of the other offices mentioned above, although in most instances subordinate activities are depositing material, it would seem that some consideration should be given to the program by the Office of the Director and the offices of the three Deputy Directors concerned. This question is raised for policy determination as to whether these offices will participate in this program and if so, to what extent.

4. A form for the purpose of reporting the status of the vital materials program is now being developed, and it is believed that future reports can be limited to one page with very little verbal description of the status.

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MIM:vm

cc: chrono

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Vit. Mat. Program

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 11 May 1951

FROM : Advisor for Management

SUBJECT: Revision of the Administrative Services Office T/O.

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1. Responsive to your memorandum dated 1 May 1951, subject as above, and subsequent conferences related thereto, the undersigned approached Mr. [] regarding certain concepts of the Vital Documents Program.

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2. Mr. [] has made the following determinations relative to your proposals:

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[]

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[]. The CIA Vital Materials Officer will render technical guidance through the instrumentality of Agency directives addressed to the Resident Manager.

b. Visits to the repository will be at the discretion of the CIA Vital Materials Officer. No one may send or take material to the repository otherwise.

c. Decisions as to whether or not documents are vital will be the primary responsibility of the originating office. The CIA Vital Materials Officer will render assistance to the Area Records Officers in arriving at such decisions. Where agreement cannot be reached through such means, the CIA Vital Materials Officer will refer the matter to higher authority for decision.

3. The above decisions by Mr. [] will of course require revision of the attached papers which you submitted to this Office. In effecting this revision, it is suggested that you consider in addition the following points:

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a. Establishment of an intermittent file in Washington for the temporary retention of vital documents pending transfer to the repository. Such a concept would assume continuous flow from the submitting offices to the intermittent file.

b. Inventory reports can be rendered by the Custodian at the discretion of the Vital Materials Officer.

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Because the Vital Materials Officer should have on file in his immediate area information as to the exact contents of the repository at any given time, you may consider it unnecessary to require periodic inventory reports by the Custodian.

c. The foregoing revisions will require parallel revisions in your proposed Agency Regulation. Our issuance control officer, Miss [redacted], will be pleased to assist you in determining which portion of your proposed instructions should go in an Agency Regulation and which portion should appear in an Agency Notice.

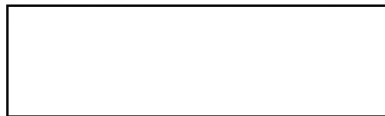
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d. As previously agreed, it is suggested that you list the positions proposed in the Vital Materials Section under the Records Analysis Section, thereby combining the two.

4. Upon completion of the above and submittal of your plan to Mr. [redacted] for approval, it is suggested that you discuss with him the necessity for increasing your T/O above the now approved strength of [redacted]. Thus, separate action is suggested for the six additional positions for Records Management.

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Attachments: Memorandum dated 5/1/51
with 2 attachments.
Charts 1, 2, and 3.

18 April 1951

SUBJECT: Operating Procedure for Vital Materials Program -
(Not Including Repository)

1. PURPOSE: The purpose of this procedure is to institute a program for the orderly deposit of vital materials in a repository for safe keeping.
2. SCOPE: The program will include all vital materials, such as documents, records, and equipment pertinent to the activities of the organizational components of CIA, i.e., on the staff, operating, and administrative levels.
3. DEFINITIONS: Explanation of several terms used in this procedure is provided as follows:
 - a. Vital Materials - Vital materials are those specific items of security in the possession of CIA, which are essential to the administration of the agency's functions on a continuing basis and which, in the event of destruction, would constitute an irreplaceable loss.
 - b. Area Records Officer - An Area Records Officer is a responsible individual who, through authority delegated by his superior(s), is empowered to act in all matters pertaining to vital materials within his jurisdiction.
 - c. CIA Vital Materials Officer - The CIA Vital Materials Officer is the Chief, Records Management and Distribution Branch, General Services Division, Administrative Services who, through authority delegated by his superior(s), is empowered to coordinate the vital materials program for all activities on an operating basis.
 - d. The Repository - The repository is a place where vital materials will be stored for safe keeping.
 - e. Custodian of the Repository - The Custodian of the Repository (hereinafter referred to as the Custodian) is a responsible individual who, through authority delegated by his superior(s), is empowered to administer the functions of the Repository.
 - f. Office of Origin - The term "Office of Origin" is any office holding custodial jurisdiction over certain vital materials which, pursuant to the purpose of this program, should be moved to a place of safe keeping. The term may be construed as synonymous with "Office of Primary Interest."
4. CATEGORIES OF VITAL MATERIALS: Appendix A, Charts 1, 2, and 3 comprises a tabulation of the several categories of vital materials by office of origin. Adherence to an organizational and functional

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listing of vital materials is necessary not only as part of an overall agency records control program, but also to preclude unnecessary duplication of effort in costly reproduction processes.

5. OBJECTIVES: Listed in the order of logical sequence, the objectives of the program are ~~eight~~ in number:
- a. The determination of a safe storage for vital materials in a repository.
 - b. The direct deposit of certain types of vital materials in original form.
 - c. The indirect deposit of selected vital materials which, to meet administrative or operational needs, cannot be deposited in original form, thus requiring duplication to assure preservation.
 - d. The physical transfer of vital materials under proper security protection to the repository.
 - e. The maintenance of periodic and scheduled deposits to assure the availability of vital materials in the repository on a current basis.
 - f. The filing and storage of vital materials under a system that provides appropriate reference codification.
 - g. The disposition of those vital materials which have become non-record or non-current for reference purposes by replacements or other expiration of their use.
 - h. The submission of periodic inventory reports to offices of origin by the custodian of the repository.
6. DEPOSIT SYSTEM: The deposit system will entail two (2) methods of depositing vital materials in the repository. The first, a direct method will be used when offices of origin plan to store in the repository for safe keeping certain types of vital materials such as registered or other documents, and record series groups in original form or equipment of high security classification. The second, an indirect method will be employed when offices of origin desire to hold vital materials in original form for administrative or operational reasons and plan to store reproduced copies thereof for safe keeping. The indirect method may also be construed as flexible to permit the holding of vital materials in duplicated form, if desired, and the depositing of the originals.

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- a. Requirements - The requirements under this system are provided as follows:
 - (1) Planning the flow of vital materials to the repository on a scheduled basis.
 - (2) Scheduling the reproduction operations.
 - (3) Maintaining the quality and identification of the duplicated materials.
 - (4) Completing the physical transfer of the materials.
 - (5) Arranging for the security protection of the materials while in transit.
 - b. Deposit Schedule - Effective 1 May 1951, the following schedule of deposits will be maintained by all CIA offices to store vital materials in the repository:
 - (1) Direct Deposits - Once each month pursuant to schedules to be furnished by the CIA Vital Materials Officer through whom arrangements may be made for transportation, security, and other essential details.
 - (2) Indirect Deposits - On Friday of each week, pursuant to schedules to be furnished by the CIA Vital Materials Officer listing the several CIA offices on a staggered basis.
 - c. Visits to Repository - The Area Records Officer, having vital materials to deposit, will accompany the CIA Vital Materials Officer to the repository on the scheduled dates of deposit.
 - d. Report - Any Office of Origin, not having vital materials to deposit on the scheduled dates of deposit, will make advance negative reports in writing to the CIA Vital Materials Officer.
7. ORGANIZATION: The organizational framework essential to implement the program will entail the close cooperation of three operating elements, identified individually as follows:
- a. An Area Records Officer for each office -- on the staff, operating, and administrative levels.
 - b. CIA Vital Materials Officer -- Administrative Services.
 - c. The Custodian.

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8. FUNCTIONS: The operating elements will perform the following functions, respectively:

a. Area Records Officer -- The Officer will:

- (1) Select, prepare, and identify vital materials as authorized for transfer directly from the office of origin to the repository.
- (2) Select, prepare, and identify vital materials pursuant to predetermined schedules for transfer indirectly from the office of origin through the CIA Vital Materials Officer to the repository.
- (3) Prepare and initiate CIA Form No. _____ "Transfer Slip", as appropriate.
- (4) Hold vital materials to be transferred in suspense file pending date of scheduled deposit.
- (5) Accompany CIA Vital Materials Officer to the repository on dates of scheduled deposits.
- (6) Make physical deposits of vital materials in repository.
- (7) Bring to the attention of the Assistant Director or Chief any changes in the inventory that have occurred since the previous quarterly report.
- (8) Consult with the CIA Vital Materials Officer on a continuing basis on matters pertaining to vital materials under his jurisdiction.
- (9) Initiate, execute and process forms, certificates, and reports prescribed herein as warranted.

b. CIA Vital Materials Officer -- The Officer will advise and assist Area Records Officers on a continuing basis on matters pertaining to vital materials and will coordinate the Vital Materials Program on an operating basis by:

- (1) Preparing and furnishing schedules, and completing arrangements for the physical transfer of vital materials directly from offices of origin to the repository.
- (2) Preparing weekly and/or monthly schedules, and completing arrangements for the physical transfer of certain duplicated vital materials indirectly from the several offices of origin to the repository.

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- (3) Follow up on schedules to insure that offices are forwarding vital materials on a continuing basis.
- (4) Duplicating vital materials where original copies cannot be deposited, and establishing schedules therefor.
- (5) Inspecting quality of duplicating processes used for vital materials.
- (6) Completing CIA Form No. _____ "Transfer Slip" as appropriate.
- (7) Making scheduled visits to the repository for the deposit of vital materials.
- (8) Maintaining control file of receipts for duplicated vital materials signed by the Custodian upon deposit in the repository.
- (9) Procuring of personnel and equipment essential to implement the vital materials program with respect to indirect deposits.

c. Custodian -- The Custodian will:

- (1) Receive, verify and receipt for vital materials deposited through the CIA Vital Materials Officer.
- (2) Complete CIA Form No. _____ "Transfer Slip", as appropriate.
- (3) Establish and maintain an appropriate reference system that will provide broad codification to facilitate access to vital materials.
- (4) Prepare and furnish periodic inventory reports to the several offices of origin.
- (5) Complete destruction or return of vital materials to offices of origin, as directed.

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9. CONTROL OF VITAL MATERIALS -- The following procedure is prescribed for the control of Vital Material:

- a. Transfer Slip- CIA Form No. _____ "Transfer Slip" (See Appendix B) has been devised as a basic means of establishing administrative control over vital materials flowing to the repository by both direct and indirect methods of deposit. This is a four-part manifold form which provides for the recording of specific control data by each of the three operating elements, respectively, as follows:
- (1) The Area Records Officer -- The Officer will initiate the form, recording in the spaces provided essential identifying data such as office of origin, date, deposit number, description of material, date and number of pages, and also the deposit method, retention period and replacement data.
 - (2) Vital Materials Officer -- The Officer will complete the spaces provided for reproduction data such as reel number, frame number, date and also, record the transfer date and any special instructions.
 - (3) The Custodian -- The Custodian will complete the spaces provided for the storage numbers i.e. cabinet and drawer and, subsequently, the disposition dates for either the destruction or return of the vital materials to the office of origin.
- b. Deposit Numbers -- Each Area Records Officer will maintain a separate series of deposit numbers in numerical sequence.
- c. Distribution of Copies -- Each copy of the form reflects the required distribution and, thus, is self-explanatory. Each Area Records Officer will maintain a control file of copies Numbered 1 and 3. Copy Number 1 will be placed in the control file before the vital materials are moved to the repository. Copy Number 2 will be fastened securely to the material and remain therewith while in storage. Copies Numbered 3 and 4 will be taken to the repository by the Area Records Officer where the Custodian, after executing the receipt (Copy Number 3), for indirect deposits, will place copy Number 4 in his control file. The foregoing will apply to both direct and indirect methods of deposit except that in the case of indirect deposits, the Area Records Officer will not separate the copies of the form for distribution until after reproduction operations have been completed.

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- d. Receipt -- The Custodian will execute the receipts for indirect deposits. However, as he will have no knowledge of the contents of direct deposits he will not be required to receipt therefor nor compile reports of possession thereof.
10. Identification of Vital Materials -- The identification of vital materials is prescribed as follows:
 - a. Title page - All materials recommended for storage as vital will reflect the Office of Origin, the long and short title and serial number which will conform with the file series established for each office respectively, as provided in Appendix B. The word "vital" will appear on the outside cover of all materials. Where the material concerns a document, as such, the data prescribed above will appear on the title page (inside front cover), and each succeeding volume of a multi-volume document will bear a separate short title. Where the materials entail records only, the subject matter of each group in the records series will be substituted for the "title" as appropriate. Where the material comprises equipment, the name, make and model number will suffice for the "title".
 - b. Correspondence and Reports - All references to vital materials in possession, inventory or transfer, such as reports, reports of destruction, or correspondence will be by serial number, date and short title only. In using a short title every symbol of the short title will be included. Any correspondence on paper which refers to vital materials by titles other than the short titles will be assigned a minimum security classification of SECRET, i.e., if the reference discloses that the material is vital.
 - c. Revision of Vital Materials - A revised edition of existing vital materials may be assigned a new short title but, where this is undesirable, the old short title followed by a symbol which will differentiate the revised edition from the old is permissible.
 - d. Reproduction - Reproduction of vital materials in whole or part is forbidden except by specific authorization of the office of origin. When authorized, reproductions will show the reproducing office, authority for such reproduction, and the number of copies reproduced. In addition the office of origin will be notified.

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- e. Transfer of Vital Materials - When vital materials are transferred from one office of origin to another, or the organization's designation changes, a certificate of transfer will be made in triplicate by the assignee or the successor organization. The certificate will be signed by the Area Records Officer transferring the material. The original and one copy will be forwarded to the CIA Vital Materials Officer who in turn will forward both copies to the Custodian of the Repository for receipt and acknowledgement. A copy of the certificate of transfer will be retained by each office concerned.
- f. Destruction of Vital Materials - Normally, the Office of Origin will designate when vital materials are to be removed from the repository and destroyed. The Custodian will be responsible for the disposition of vital materials which are to be destroyed at the repository. In this responsibility, he will adhere to CIA Security Regulations covering the destruction of classified material. A copy of the certificate of destruction will be forwarded to the Office of Origin and to the CIA Vital Materials Officer for record.

11. Inventory of Vital Materials

- a. The Custodian will maintain a master inventory of all vital material by Office of Origin and will make, or have made, each quarter of every year, an accurate return thereof to each office concerned, respectively.
- b. In making the quarterly report of possession the following details will be observed:
 - (1) Each item will be physically inspected and its serial deposit number checked with the inventory.
 - (2) The custodian of the repository will take the inventory and will sign the report.
- c. A quarterly report of possession will not be required for:
 - (1) Vital Materials which have been received, subsequently destroyed, and a destruction report rendered thereon within a single quarterly period.
 - (2) Materials which have been placed in the repository for historical purposes only, with the express approval of the Custodian.

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- 9 -

12. SECURITY - Classified vital materials will be transmitted in accordance with paragraph 29 of CIA Security Regulations.
- a. Transmission of Vital Materials - The transmission of vital materials will be effected by direct contact wherever practicable. Responsible officers of the three operating elements will provide security of transmission from one to another. Vital materials enroute to the Repository will be protected by an armed courier.
 - b. Storage of Vital Materials - Vital materials will be stored in three way combination safes when in possession of any of the three operating elements i.e. where not in transit or other process. Safes containing vital materials will be kept locked with full combinations whenever they are not under the direct supervision of the officials intrusted with the combinations, respectively.
 - (1) Cryptographic Documents - Cryptographic documents, so far as practicable, cipher tables, alphabets and keys will not be kept in the same safe as classified code books, documents and devices to which they apply.
 - c. Access to Safes - In addition to the Custodian the only officials authorized to have access to the vaults and to have the combinations, keys and access to the safes housing vital materials at the Repository are designated as follows:
 - (1) The CIA Vital Materials Officer
 - (2) The Area Records Officer of Interest

SECRET

C-O-N-F-I-D-E-N-T-I-A-L



25X1A

REGULATION

RECORDS

11 Dec 1956

25X1A

RECORDS MANAGEMENT

SYNOPSIS: This regulation provides for a continuing Agency Records Management Program to control and improve records from their creation or receipt to their disposition.

25X1A

Rescission: dated 14 July 1951

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GENERAL.....	1
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1. GENERAL

a. SCOPE

All record material of the Agency is encompassed by this regulation, including that transmitted electrically.

b. RECORD MATERIAL

For the purpose of this regulation, record material is defined as: all books, papers, maps, photographs, films, recordings, or other documents and material regardless of physical form or characteristics, made or received by any part of the Central Intelligence Agency pursuant to Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by CIA or its legitimate predecessor or successor organizations as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transaction, operations, or other activities or because of the informational value of data contained therein. "Records" and "record material" may be used interchangeably.

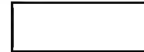
c. RECORDS MANAGEMENT PROGRAM

The Records Management Program consists of the elements listed and described below:

- (1) Reports Management--The analysis, improvement, and control of administrative reporting.

C-O-N-F-I-D-E-N-T-I-A-L

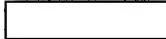
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REGULATION



RECORDS
1956

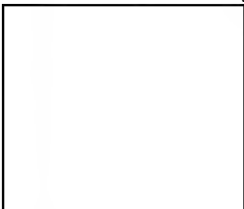
- (2) Correspondence Management--The application of improved standards and procedures for the preparation and handling of correspondence.
- (3) Forms Management--The analysis, design, and control of forms.
- (4) Records Maintenance--The establishment of standard procedures, systems, equipment, and supplies for records maintenance.
- (5) Records Disposition--The economical and systematic disposition of Agency records including their preservation, retention, transfer, protection, and disposal according to approved schedules.
- (6) Vital Materials--The timely selection, transfer to, and maintenance in an Agency designated repository of record materials, documents, and files which are essential to the continued operation of CIA in an emergency and the destruction of which would constitute a serious or irreplaceable loss.

2. POLICIES

The Agency Records Management Program shall be administered on a decentralized basis through Major Component* programs governed by the following policies:

- a. Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.
- b. Measures shall be taken to insure that essential records are created and maintained by the most efficient and economical methods.
- c. Measures shall be taken to insure that nonessential records, reports, and forms are not created.

LEGIB



* Major Components are the Offices of the Deputy Director (Plans), Deputy Director (Intelligence), and Deputy Director (Support).

2

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C-O-N-F-I-D-E-N-T-I-A-L

25X1A

REGULATION

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RECORDS
1956

- d. Records essential to emergency operations of the Agency shall be promptly and currently deposited at a relocation site.
- e. The Agency Records Center shall be a facility for storing, processing, and servicing of semiactive or retired Agency records, and will serve as an Agency archival facility. The Records Center shall be compartmented and controlled in such a manner that the defense classification or sensitivity requirements of the operating components are honored.
- f. Records control schedules shall be developed to identify and preserve records of permanent value; to provide for the scheduled removal of noncurrent records from office space and filing equipment to more economical storage; and to provide for the scheduled destruction of records of temporary value.

3. RESPONSIBILITIES

a. CHIEF, RECORDS MANAGEMENT STAFF

The Chief, Records Management Staff, is responsible for:

- (1) Staff guidance, assistance, and coordination of the Agency Records Management Program by providing broad plans, policies, standards, and guides.
- (2) Providing forms analysis, design, and reference services and for approving new or revised forms and requests for reprints.
- (3) Reviewing and approving records control schedules and requests for equipment, services, and supplies to the extent necessary to assure compliance with Records Management Program requirements.
- (4) Providing technical guidance to the Records Center and Vital Materials Repository.
- (5) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations on records management matters.
- (6) Review of the component Records Management Programs.

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RECORDS

// Records 1956

b. DEPUTY DIRECTORS

The Deputy Directors are responsible for:

- (1) Establishing, directing, and maintaining CIA component Records Management Programs consisting of the elements referred to in paragraph 1c, and guided by the broad plans, policies, standards, and guides promulgated by the Records Management Staff.
- (2) Maintaining such liaison with other offices of the Agency as is required in the performance of component records management responsibilities.
- (3) Designating an individual who will be responsible for the development and administration of the respective component Records Management Programs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

25X1A

DISTRIBUTION: AB

C-O-N-F-I-D-E-N-T-I-A-L

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Regulations Control Staff

DATE: 5 November 1956

FROM : Chief, Records Management Staff

25X1A

SUBJECT: Proposed Regulation, Number [redacted] Records Management
(Job No. 705-VJB)

1. All comments on the subject memorandum have been incorporated, resolved, or withdrawn as described below:

DCI-Cable Secretariat - Reference, Paragraph 2 (renumbered 1) Mr. Reynolds agreed to withdraw his comment.

25X1A

DD/I - Reference, Paragraph 2a4, Line 2 (renumbered 2a4) Mr. [redacted] comment could be withdrawn, as the revision of this paragraph does not require that the Record Center be the only storage facility for inactive Records.

Office of Logistics - Miss [redacted] stated that the regulation does not include the details needed to operate the program, but they have agreed that the revision is acceptable to them as a charter for the program. Their specific comments were resolved as follows:

25X1A

Paragraph 2a (renumbered 1a) - The exception for DD/P records was eliminated in the revision and their comment was withdrawn.

Paragraph 3a (renumbered 2a) - The term, "Area," was eliminated in the revision which was acceptable.

Paragraph 4a3 (renumbered 3a3) - Comment was withdrawn when it was pointed out that this regulation only provides the authority for release of such notices as specified in the original comment.

Paragraph 4a5 (renumbered 3a5) - This comment was withdrawn when it was pointed out why no exemption was needed.

Paragraph 4b2 (renumbered 3b2) - Comment was withdrawn upon agreement that it was not appropriate for inclusion in this regulation.

Office of General Counsel - The phrase in question was eliminated and Mr. [redacted] agreed that the regulation was acceptable.

25X1A

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25X1A

Office of Training - The specific comments were resolved with Mr. [] as follows:

Paragraph 2b7 (renumbered 1b7) - Acceptable revision made.

Paragraph 3a3 (renumbered 2a3) - Acceptable revision made.

Paragraph 3a4 (renumbered 2a4) - Acceptable revision made.

Paragraph 4a1 (renumbered 3a1) - Revised as suggested

Paragraph 4a4 (renumbered 3a4) - The comment was withdrawn when it was pointed out that the change was not acceptable to DD/P.

25X1A

Office of Communications - Reference, Paragraph 2a (renumbered 1a) - Miss [] agreed that the revised statement was satisfactory, but that if any exception was subsequently written in for DD/P records it would have to include the records of the Office of Communications. The DD/P has requested no exceptions.

25X1A

Office of the Comptroller - In the discussion with Mr. [] and [] their specific comments were resolved as follows:

25X1A

Paragraph 2a (renumbered 1a) - The revision in this draft overcomes the previous objections. However, a new question was raised concerning legal custody by CIA of some of the records of predecessor organizations. The matter was discussed with the General Counsel, Mr. Houston, who assured us that this regulation can legally apply to these records.

Paragraph 3a4 (renumbered 2a4) - The revision satisfies the objections previously raised.

Paragraph 4a2 (renumbered 3a2) - This comment was withdrawn.

Paragraph 4a3 (renumbered 3a3) - This comment was withdrawn upon agreement to include the words "Records Management" preceding "program requirements".

Paragraph 4a5 (renumbered 3a5) - Comment was withdrawn following a discussion in which it was pointed out that:

- a. No conflict with the Comptroller's regulation is involved.
- b. This provision for liaison on records management matters is consistent with regulations of other offices having responsibility for liaison on specific functions, and is consistent with the regulations of other Government Agencies with respect to Records Management, Liaison with GAO.

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-2-

Paragraph 4a6 (renumbered 3a6) - The revised paragraph satisfies the objections previously made.

Paragraph 4b3 (renumbered 3b3) - The requirement for rendering reports has been eliminated from this revision and the comment has been withdrawn.

/ DD/P - The comments of the DD/P were general in nature and this revised draft satisfies their objections. The concurrence was signed by Mr. Hulick. \

2. In view of the extended length of time that the regulation has been in the process of preparation and coordination and because there is a real need for it, we would appreciate you handling it as expeditiously as possible.



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CONFIDENTIAL

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CND 2-1581

2. 2.11

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT: Proposed Regulation [] "RECORDS
MANAGEMENT" (Job #1320-VJB)

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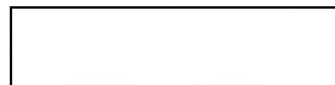
1. While agreeing with the need for a regulation to cover "Records Management" more adequately than the present [] this office does not concur in the subject proposed publication as written.

2. A Clandestine Services records management program has been functioning for some time under the general guidance of the Chief, RI as the DDP Area Records Officer. Because of the sensitivity of many records within the Clandestine Services, it is believed that DDP should be given special consideration in any records regulation promulgated for Agency-wide use. It is believed that he should be delegated authority therein to continue the maintenance and further development of a CS records management program responsive to his particular requirements, compatible with CS organizational needs on a world-wide basis, and in general conformity with the over-all Agency records management program. It is contemplated, of course, that DDP would seek the advice and assistance of the Management Staff whenever necessary or appropriate.

5X1



Handwritten:
under obligation
memo
for 56



CHARLES V. HULICK
Executive Officer, DD/P

25X1A

DEC 14 4 53 PM '22

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~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Regulations Control Staff

DATE: 7 OCT 1955

FROM : Deputy Comptroller

SUBJECT: Proposed Regulation - Records Management
(Job 1320-VJB)

25X1A

1. This Office concurs in the proposed regulation subject to revisions, as follows:

a. Subparagraph 2a

Inasmuch as certain records in this Office relate to operational projects of the Deputy Director (Plans) which should be exempted from the provisions of the proposed regulation, insert "and records relating to such projects in any other Agency component," after the title, "Deputy Director (Plans)."

b. Subparagraph 3a(4)

By substituting "except those precluded due to security classification or sensitivity" for "regardless of security classification or sensitivity," the subparagraph would become acceptable.

c. Subparagraph 4a(2)

Withdrawn
Add to this subparagraph "except such forms as are used solely for the accumulation of data by and within an Agency component."

d. Subparagraph 4a(3)

Withdrawn
Insert "forms design" preceding "services" and "filing" preceding "supplies." and "equipment."

e. Subparagraph 4a(5)

Withdrawn
Certain officials in the General Accounting Office have been cleared to handle our budget and financial problems and these officials are familiar with our budget and finance methods and operations. In order that this subparagraph may not be construed to authorize the Chief, Management Staff, to contact the General Accounting Office as one of the "other" Government agencies, as well as exclude budget and fiscal matters from such liaison,

OCT 10 1 38 PM '55

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the Office suggests the subparagraph be revised by adding at the end thereof the following:

"except that all liaison with the General Accounting Office shall be under the supervision of the Comptroller."

f. Subparagraph 4a(6)

"Operational audits" should be defined, together with the purpose, nature, scope, and extent of the examination contemplated. Furthermore, certain records under jurisdiction of the Comptroller should not be made the subject of such audits.

g. Subparagraph 4b(3)

This subparagraph should denote the type and kind of reports contemplated.

introduction

*see RM/s memo
to PCS 5 Nov 56*



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RECEIVED
SECURITY DIVISION

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

25X1A

e
f, Administrative Staff

LOGISTICS

Office

30 SEP 1955

Date

COMMENT

See Attachment.

(Job. #1320-VJB)
Due: 2 September 1955

C-O-N-F-I-D-E-N-T-I-A-L

5-4502-a

COMMENTS RE: PROPOSED REGULATION [] RECORDS MANAGEMENT 25X1A

1. This Office concurs with the principles set forth in the proposed regulation. However, we wish to reserve the privilege of reviewing and commenting on such requirements as may be made of this Office in the form of procedures remaining to be developed under the responsibilities stated in paragraph 4.a.(1).

2. Comments regarding specific portions of this regulation are as follows:

withdrawing
Paragraph 2.a - This paragraph should be clarified as to its intent regarding records created or accumulated by other elements of the Agency in support of operational projects of the DD/P.

Paragraph 3.a - Recommend "Areas" be defined.

withdrawing
Paragraph 4.a.(3) - Responsibility for reviewing and approving requests for filing equipment and supplies has been delegated to Area Records Officers by Agency Notices [] 25X1A

withdrawing
Paragraph 4.a.(5) - No provision is made for exemption of covert and other sensitive records from submission to GSA and Congress for authorization of disposal schedules.

withdrawing
Paragraph 4.b.(2) - Suggest that Operating Officials designate individuals to administer their area programs and that the responsibilities of the area administrators be defined.

*see RM/s
memo to RQ
5 Nov 56*

CONFIDENTIAL

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- ☒ (a) Substance
- ☒ (b) Rescission of CIA Regulation No.
- ☒ (c) Classification
- ☒ (d) Distribution

25X1A

25X1A

Signature

Office

Date

COMMENT 2.b.(7) Reword to read: Vital materials - The timely selection, transfer to, and maintenance in a repository, of records essential to the Agency on a continuing basis and which, if destroyed, would constitute an irreplaceable loss. 3.a.(3) Reword to read: Records essential to emergency operation shall be currently deposited at approved relocation sites. 3.a.(4) Reword to read: The Agency Records Center as well as repositories at approved relocation sites shall be the facility for storing, processing, and servicing Agency, etc.... 4.a.(1) Add: staff guidance and assistance for area program. 4.a.(4) Reword to read: Technically supervising operations of the Records Center and Vital Material Repository and repositories at approved relocation sites.

XXXX

(Job #1320-VJB)
Due: 2 September 1955

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

Signature

25X1A

Assistant to the DD/I (Admin.)
Office

1 September 1955
Date

COMMENT : Inasmuch as the Office of Security has requested that Restricted Data be retired within OSI it is recommended that the phrase "with the exception of Restricted Data" be inserted in line 2, para. 3 a (4) immediately after the word "records".

*with known
see RM/s Memo
to RCS 5 Nov 56*

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(Job #1320-VJB)
Due: 2 September 1955

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

25X1A

Signature

Policy Staff/OS

Office

1 AUG 31 1955

Date

COMMENT

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(Job #1320-VJB)
Due: 2 September 1955

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TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

25X1A

Signature

Chapman and Staff

Office

17 Aug 55

Date

COMMENT

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C-O-N-F-I-D-E-N-T-I-A-L

(Job #1320-VJB)

Due: 2 September 1955

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

25X1A

Signature

Acting Director of Personnel

Office of Personnel

24 AUG 1955

Date

COMMENT

None

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C-O-N-F-I-D-E-N-T-I-A-L

(Job. #1320-VJB)

Due: 2 September 1955

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation
- (c) Classification
- (d) Distribution

25X1A

25X1A

Chief, Medical Staff
Office

22 August 1955

Date

COMMENT

(Job #1320-VJB)
Due: 2 September 1955

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

25X1A

Signature

SA-DD/S
Office

22 August 1955
Date

COMMENT

N O N E

(Job #1320-VJB)
Due: 2 September 1955

C-O-N-F-I-D-E-N-T-I-A-L

450: 1770
19 August

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

OGC only: (e) Authentication by DD/S (DCI or DD/S)
insert one

25X1A

Office of General Counsel
Office

17 August 1955

Date

COMMENT

Par. 4a(5). The last part of this paragraph regarding the obtaining of Congressional authorizations for the retention and disposal of records could be misinterpreted to impinge upon the exclusive authority of the Legislative Counsel to conduct liaison with the Congress. It is recommended that this paragraph, beginning after the last comma, be changed to read as follows:

"...including liaison with National Archives for the purpose of obtaining Congressional authorizations for the retention and disposal of records".

This Office concurs in subject to the modification 25X1A recommended above.

*Phase 2 eliminated
see R4/S memo
to RCS 5 Nov 56*

(Job. #1320-VJB)
Due: 2 September 1955

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

TO: REGULATIONS CONTROL STAFF,

00-5482 25X1A
19 AUG 1955

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance -See remarks below
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

25X1A

Signature

Director of Communications
Office

19 Aug 55
Date

COMMENT

Para. 2a should include a statement to the effect that those Office of Communications records in support of DD/P projects are also exempt from this regulation.

revised
see RM/Summary
to RCS 5 Nov 56

(Job. #1320-VJB)
Due: 2 September 1955

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TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

25X1A

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Inspector General
Office

AUG 18 1955

Date

COMMENT

(Job #1320-VJB)
Due: 2 September 1955

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TO: REGULATIONS CONTROL STAFF,

25X1A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Records Management
Draft dated 12 August 1955

25X1A

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

Concur

25X1A

25X1A

Signature

CABLE SECRETARIAT

Office

17 AUGUST 1955

Date

COMMENT

Ref. Para 2.

*Suggest the inclusion of a statement that
the provisions of are not
applicable to ARCHIVE Copies of cables,
provisions for which are contained in
(Proposed)*

25X1A

25X1A

*Withhold
see RMB
memo to RCS
5 NOV 56*

(Job #1320-VJB)
Due: 2 September 1955

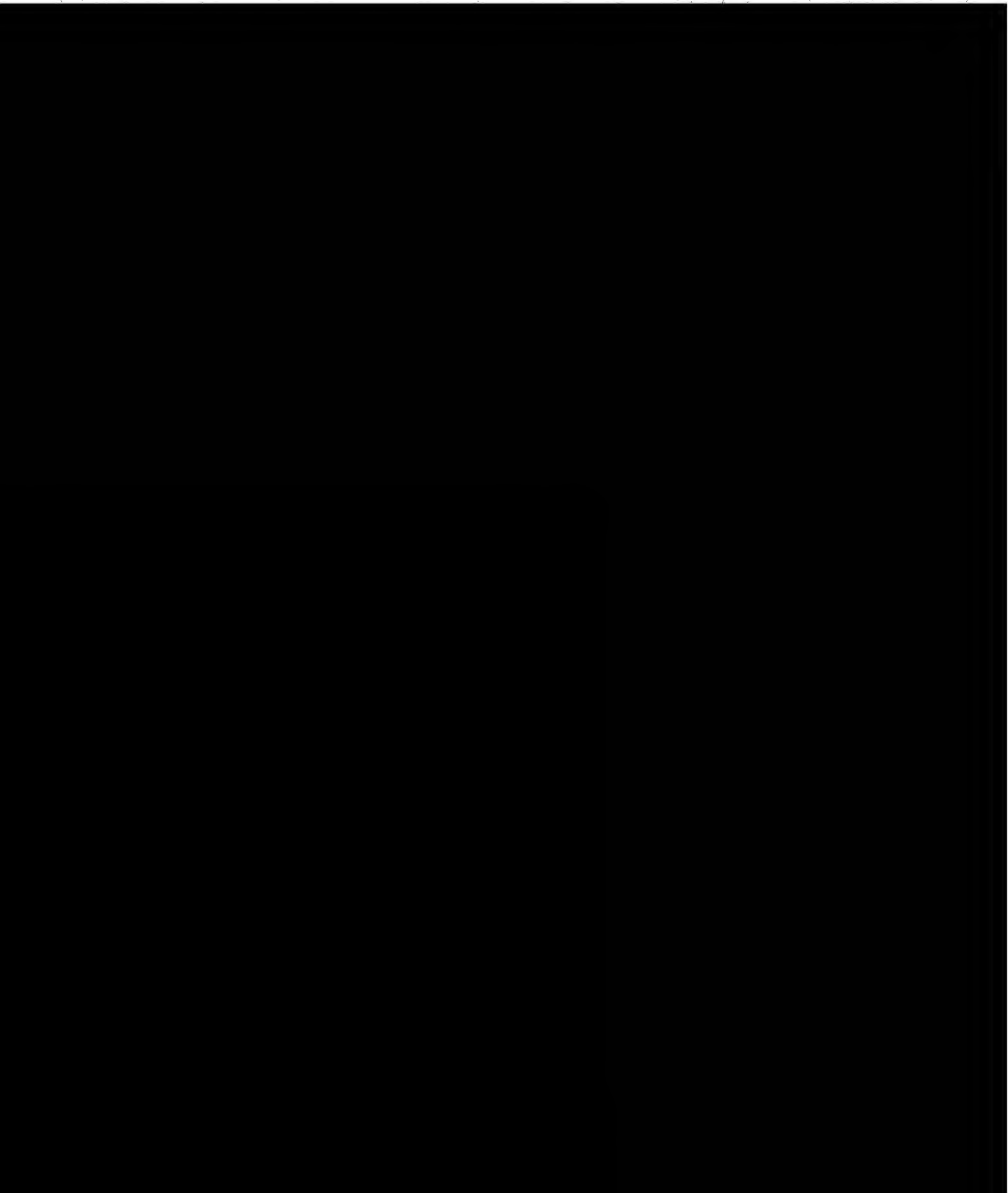
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ADMINISTRATIVE SERVICES (DRAFTS)
SECRET

2 of 5



25X1A

Next 3 Page(s) In Document Exempt

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Regulation No.
Records Management

25X1A

1. Subject regulation is submitted for your consideration and approval. It replaces Agency Regulation No.

25X1A

2. It is necessary to revise the Records Management Regulation to reflect the recent reorganization which made the Management Staff responsible for the records management function and to further clarify the policies, objectives and scope of the records management program and assign responsibilities for its implementation.

Chief, Management Staff

25X1A

Attachment

Proposed Reg. No.

25X1A

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REGULATION
NO. []

RECORDS MANAGEMENT

Revison: CIA Regulation No. []

CONTENTS

25X1A

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DEFINITIONS	3		

1. GENERAL

This Regulation establishes the Agency-wide Records Management Program and prescribes general policies and methods for its administration. Its requirements are based on, and in agreement with, the Federal Records Act of 1950 (Public Law 754), other applicable Federal statutes and regulations, and existing Agency policies.

2. OBJECTIVE AND SCOPE

The objective of this program is the economical and efficient management of Agency records. Attainment of this objective with resultant economies in manpower, supplies, equipment, space, time and money will be realized by a continuing application of the following major program elements.

a. Records Creation

- (1) Forms Engineering and Management
- (2) Reports Management
- (3) Correspondence Management

b. Organization, Maintenance and Use of Active Records

- (1) Mail Control
- (2) Reference Service
- (3) Maintenance Management
- (4) Equipment and Supplies Standards
- (5) Microphotography
- (6) Vital Materials

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REGULATION
NO.

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c. Disposition of Records

- (1) Inventory and Appraisal
- (2) Legal Retention and Disposal Authorizations
- (3) Cut-off and Retirement
- (4) Preservation and Archival Management
- (5) Disposal
- (6) Inter-Agency and Intra-Agency Transfers
- (7) Records Center Operations

3. POLICIES

Adherence to the following policies are essential to the conduct of an effective Records Management Program:

- a. Controls over the creation and utilization of records shall be instituted and maintained to ensure that important policies and decisions are adequately documented by the most efficient and economical means and that the creation of unnecessary records is prevented. The control, engineering and management of forms, reports and correspondence, and the immediate destruction of transitory material are essential program elements.
- b. Provision shall be made for the efficient and economical maintenance of current records through continuing analysis and improvement of systems for mail handling and routing, record classification and indexing, and the reproduction of records. Office equipment and filing supplies shall be standardized and their proper utilization assured.
- c. A continuing program of Agency-wide controls over micro-filming operations shall be established to ensure the technical and economical feasibility of proposed projects and to ensure efficient equipment utilization on approved projects.
- d. Vital materials shall be identified and removed to a repository for safe keeping.
- e. A Records Center shall be established and maintained for the storage, processing and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business.
- f. A records scheduling program shall be established and maintained to ensure (1) that permanently valuable records

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REGULATION
NO. 25X1A
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are identified and preserved for future use, (2) that temporarily valuable records are identified and legally disposed of as soon as their value decreases to the point where it does not warrant the cost of their retention, and (3) that all non-current records be removed, on a continuing basis, from high cost office space and filing equipment to Records Center storage.

- g. Records shall not be alienated or destroyed except in accordance with standards developed or approved by the Management Staff. Sections 234 and 235 of Title 18 of the United States Code attaches severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records. It reads as follows:

"234. Destroying public records. Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000, or imprisoned not more than three years, or both."

"235. Destroying records by officer in charge. Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in section 234 of this title, shall willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than \$2,000, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States."

4. DEFINITIONS

- a. "Records include all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic, made or received by an agency of the United States Government in pursuance of Federal law in

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REGULATION
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connection with transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities, or because of the informational value of data contained therein." (57 Stat. 300, as amended; 44 USC 306).

- b. Non-record material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents." (57 Stat. 300, as amended; 44 USC 306).
- c. Non-current Records are those records which are no longer used or infrequently needed, in the conduct of current business, including records of discontinued activities. This material is commonly referred to as semi-active, inactive, or retired records.
- d. Forms are the devices by which management seeks uniformity and simplicity in the recording, transmitting, reporting and data processing of vital information. They are preprinted, containing predetermined spaces for inserting specific information. Items such as certificates, labels, stickers, tags, placards, cover sheets and form letters are included in this definition.
- e. Reports are accounts or statements of information prepared in written narrative, tabular, punch card or graphic media and transmitted by one organizational element to another in conformance with an established requirement. An administrative or management report as distinguished from an operational report provides for administrative or management control over an activity or operation.
- f. Correspondence includes all memorandums, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
- g. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which, if destroyed, would constitute a serious or irreplaceable loss.
- h. An Area Program is one covering a major component (Deputy Directors (Administration), (Intelligence), and (Plans)), the Director of Training and the Assistant Directors for Communications and Personnel, or an operating office (Office, Division or Staff subordinate to a major component).

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REGULATION
NO. 25X1A
25X1A

5. RESPONSIBILITIES

- a. Decentralized Concept. Management of Central Intelligence Agency records will be accomplished on a decentralized basis. Under this plan, the Chief of the Management Staff will be responsible for conducting the management policy and program planning functions of the Agency-wide program while chiefs of major components and chiefs of operating offices will be responsible for local application of the program within their sphere of authority.
- b. Management Staff. The Chief, Management Staff, shall
- (1) Plan, direct and coordinate a continuing Agency-wide records management program embracing all elements of Records Creation, Maintenance and Disposition, including Vital Materials Program; its extension to and installation by all components of the Agency.
 - (2) Develop, formulate and issue all basic program plans, policies and procedures; establish and define professional standards, methods and techniques of records management.
 - (3) Serve as the Agency liaison to the National Archives and Records Service, GSA, on all matters pertaining to records; maintain Agency liaison with Federal and private organizations on all records management matters.
 - (4) Develop, prepare and disseminate instructional and training media. Provide (either separately or in collaboration with the Director of Training) facilities for the guidance, indoctrination, and technical training of program participants.
 - (5) Develop and install systems for measuring, collecting and reporting savings accruing from the program.
 - (6) Serve as Agency archivist in all matters pertaining to the preservation of records of continuing value.
 - (7) Conduct periodic inspections to review the effectiveness and progress of area programs.
- c. Major Components. Chiefs of major components shall
- (1) Install, direct and maintain a continuing records management program within their component.
 - (2) Extend this program to all operating offices within their sphere of authority in accordance with the

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REGULATION
NO. []

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basic concept, policies, methods, techniques and procedures prescribed by the Chief, Management Staff.

6. METHOD OF ESTABLISHMENT

- a. Establish the Program. A records management program will be established by chiefs of major components who will disseminate to their operating offices instructions for its administration. Major component programs may be decentralized to operating offices if desired. The Chief, Management Staff, will assist chiefs of major components in determining program scope, staffing and timing, and the extent to which the services of the Management Staff will be used.
- b. Program Staffing. Upon establishment of the Area Program, an Area Records Officer, GS-11 or above, will be designated by the chief of the major component or operating office to direct the conduct of the program. An adequate staff will be provided to ensure accomplishment of program objectives.

7. SUPPLEMENTAL ISSUANCES

- a. The following handbooks have been issued to supplement this regulation:

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Records Management Program Guide

Correspondence Handbook

Handbook for Subject Filing

- b. In addition to those already issued, handbooks on reports management, correspondence management, forms management, mail control systems, microphotography, vital materials, and records disposition will be developed and issued at a later date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: AB

6

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Regulations Control Staff,
Management Staff
THRU : Chief, Management Staff
FROM : Chief, Records Management Staff

DATE: 10 JUL 1965

SUBJECT: Proposed Regulation No. [] Records Management

25X1A

1. The attached proposed regulation rescinding [] is submitted for approval of the DD/S. It is necessary to revise the records management regulation to reflect the reorganization which made the Management Staff responsible for the Records Management Program and to include program elements not previously covered.

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2. Specifically, the proposed regulation brings forms management, reports management, and correspondence management within the scope of records management; assigns responsibility for technical supervision of the Repository to the Management Staff and; provides for top level support by assigning to the Deputy Directors responsibility for establishing and maintaining area programs.

3. I do not feel that working level collaboration on the proposed regulation is necessary since its acceptance as a program charter will be determined principally by the decisions of the Deputy Directors. AB distribution of the regulation is recommended. Mr. [] may be consulted for further information.

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CONCURRENCE:

[]
Chief, Management Staff

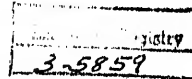
JUL 13 1965

Date

Attachment:
Proposed []

25X1A

Next 1 Page(s) In Document Exempt



Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director (Administration)

DATE: 5 January 1953

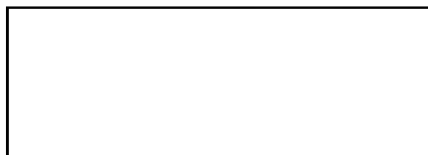
FROM : Chief, O & M Service

SUBJECT: Revision of CIA Regulation No. Travel

25X1A

1. There is returned herewith a memorandum from the Deputy Director (Plans) requesting that paragraph 3.A.(1)(e) which requires that overseas travel for overt office representatives be revised by deleting the phrase "when such overseas travel involves contacts with or temporary duty at covert overseas installations."

2. Authority to publish the revision is recommended. Please note that the Deputy Director (Intelligence) has approved the change.



25X1A

W. L. PEEL

Attachments

Copy of CIA Reg. No.
Memorandum from Deputy Director (Plans)

25X1A

JAN 6 1953

Correlation

Executive Registry

3-5700

DEC 29 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Overseas Travel

REFERENCE: CIA Regulation No. [] dated 21 November 1952

25X1A

1. Paragraph 3.A.(1)(e) of the reference Regulation states in part that: "Plans and itineraries for official overseas travel of overt office representatives must be fully coordinated with the Deputy Director (Plans), prior to the issuance of travel orders, when such overseas travel involves contacts with or temporary duty at covert overseas installations."

2. The underlined portion of the reference paragraph quoted in paragraph 1 above is in conflict with current practice and should therefore be deleted. The Director has indicated that Senior Representatives must be fully informed in advance of all travel of Agency personnel to their areas of jurisdiction even though such travel (as in the case of area familiarization sponsored by the DD/I) may not involve contact with or temporary duty at covert overseas installations.

3. It is, therefore, requested that a revision of the reference Regulation be published deleting the underlined portion of the reference paragraph quoted in paragraph 1 above.

[] 25X1A

FRANK G. WISNER
by Director (Plans)

CONCUR:

[] 25X1A

Enclosure

Copy of CIA Regulation No. []

25X1A

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Security

JAN 2 1953

Assistant Deputy Director (Administration)

5 January 1953

Chief, O & M Service

Revision of CIA Regulation No. Travel

25X1A

1. There is returned herewith a memorandum from the Deputy Director (Plans) requesting that paragraph 3.A.(1)(e) which requires that overseas travel for overt office representatives be revised by deleting the phrase "when such overseas travel involves contacts with or temporary duty at covert overseas installations."

2. Authority to publish the revision is recommended. Please note that the Deputy Director (Intelligence) has approved the change.

W. L. PEEL

Attachments

Copy of CIA Reg. No.
Memorandum from Deputy Director (Plans)

25X1A

25X1A

/mrf

3-5760

DEC 29 1952

RECOMMENDED FOR: Deputy Director (Administration)

SUBJECT: Overseas Travel

REFERENCE: CIA Regulation No. [] dated 21 November 1952

25X1A

1. Paragraph 3.A.(1)(c) of the reference Regulation states in part that: "Plans and itineraries for official overseas travel of covert office representatives must be fully coordinated with the Deputy Director (Plans), prior to the issuance of travel orders, when such overseas travel involves contacts with or temporary duty at covert overseas installations."

2. The underlined portion of the reference paragraph quoted in paragraph 1 above is in conflict with current practice and should therefore be deleted. The Director has indicated that Senior Representatives must be fully informed in advance of all travel of Agency personnel to their areas of jurisdiction even though such travel (as in the case of area familiarization sponsored by the DD/I) may not involve contact with or temporary duty at covert overseas installations.

3. It is, therefore, requested that a revision of the reference Regulation be published deleting the underlined portion of the reference paragraph quoted in paragraph 1 above.

/s/ Richard Helms
For FRANK G. WISNER
Deputy Director (Plans)

25X1A

CONCUR: /s/ []
Deputy Director (Intelligence)

25X1A

Enclosure
Copy of CIA Regulation No. []

SECRET
Security

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director (Administration)

DATE: 18 November 1952

FROM : Chief, O & M Service

SUBJECT: Proposed Revision of CIA Regulation No. [] Transportation 25X1A

1. There is attached hereto for approval and authority to publish, proposed revision of paragraph A (1)(a) of CIA Regulation No. [] Transportation, which has been amended to provide that EOD travel orders for personnel appointed from their homes for overseas duty or transferred to CIA from another Government agency outside of Washington shall be issued by the Assistant Director (Personnel) or his designee. 25X1A

2. The original draft submitted for concurrence was based on a request received from the Chief of Administration for the Deputy Director (Plans) and provided that EOD travel orders for personnel appointed from their homes for overseas duty should be issued by the Assistant Director (Personnel) or his designee. This draft was approved by the General Counsel and Comptroller.

3. The Assistant Director (Personnel) concurred with the basic proposal but suggested that his authority to issue initial travel orders be extended to include orders for new employees transferring to Washington from another Government agency.

4. The attached includes the suggestion of the Assistant Director (Personnel) and has the written approval of the Comptroller. No further coordination has been effected as it would seem logical that authority to issue EOD travel orders should be vested in the Assistant Director (Personnel) by the Deputy Director (Administration) without obtaining the concurrence of each Office head concerned.

[]

25X1A

W. L. PEEL

Attech.

Proposed Revision of CIA Reg. []

25X1A

CONFIDENTIAL
Security Information

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE:

FROM : Assistant Director (Personnel)

SUBJECT: Proposed Revision of Agency Regulation

25X1A

1. Attached revision of Agency Regulation has been reviewed in accordance with your request. This office is in agreement with the basic proposal extending to the Assistant Director (Personnel) the authority for issuing initial travel orders for certain overseas personnel. It is not clear, however, in the statement drafted whether it is intended that this authority be exclusive to the Assistant Director (Personnel) and his designees or enjoyed jointly with the operating officials covered in the authorization for issuing travel orders. It is understood that the intention is to require that all such orders be issued by the Personnel Office and the proposed redraft forwarded herewith has been so stated.

25X1A

2. It is believed that the change should also cover the orders on new members transferring from another government agency.

W. H. H. MORRIS, JR.

25X1A

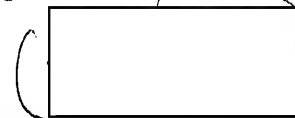
Attachments

CONFIDENTIAL
Security Information

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
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
27 October 1952

25X1A

MEMORANDUM FOR: Assistant Director (Personnel)
Comptroller
General Counsel

SUBJECT: Proposed revision of CIA Regulation No. 
Transportation

25X1A

1. There is attached hereto proposed revision of paragraph A (1) (a) of CIA Regulation No.  which provides that EOD Travel Orders for personnel appointed from their homes for overseas duty shall be issued by the Personnel Office.

25X1A

2. This revision was requested by the Chief of Administration for the Deputy Director (Plans) and has the concurrence of the Chief, Covert Personnel Division.

3. It will be appreciated if you will submit your comments to this office by 3 November.



25X1A

W. L. PEEL
Chief, Organization & Methods Services

Attachment
Draft

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Security Information

Next 1 Page(s) In Document Exempt

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OCT 22 1962

MEMORANDUM FOR: CHIEF, ORGANIZATION AND METHODS

SUBJECT: Revision of CIA Regulation ☐

25X1A

In order that the Personnel Division may prepare and issue Travel Orders on personnel employed for overseas duty and being brought to Washington D.C. for temporary duty, it is requested that CIA Regulation ☐ paragraph A. (1) (a) be amended as follows:

25X1A

Amend CIA Regulation ☐ paragraph A. (1) (a) by adding the following:

25X1A

..... except that the Personnel Office is authorized to issue Travel Orders for personnel employed for overseas duty from a point outside the metropolitan area of Washington D.C. which will bring them to Washington D.C. for temporary duty and may include per diem as provided in paragraph C. (6) of CIA Regulation ☐

25X1A

☐
Chief of Administration

25X1A

Concur:

25X1A

CONFIDENTIAL

27 October 1952

MEMORANDUM FOR: Assistant Director (Personnel)
Comptroller✓
General Counsel

SUBJECT: Proposed revision of CIA Regulation No. 25X1A
Transportation

1. There is attached hereto proposed revision of paragraph A (1) (a) of CIA Regulation No. which provides that EOD Travel Orders for personnel appointed from their homes for overseas duty shall be issued by the Personnel Office. 25X1A

2. This revision was requested by the Chief of Administration for the Deputy Director (Plans) and has the concurrence of the Chief, Covert Personnel Division.

3. It will be appreciated if you will submit your comments to this office by 3 November.

25X1A

W. L. PEEL
Chief, Organization & Methods Services

Attachment
Draft

OC 31 1952

~~CONFIDENTIAL~~
Security Information

Next 3 Page(s) In Document Exempt

Approved For Release 2001/10/10 : CIA-RDP80-01063R000100130011-8

Subvoucher No.

Date _____

NAME AGENCY

CLAIMANT'S ADDRESS

For travel on official business via taxicab:

TOTALS,

I certify that this claim is correct and proper and that payment or credit has not been received.

(Approving official)

(Signature)

Payment received from Cashier:*

Title _____

ACCOUNTING CLASSIFICATION

*For use only when payee secures reimbursement from Agent Cashier or Imprest Fund Cashier.

REIMBURSEMENT FOR TRANSPORTATION EXPENSE

Received from Petty Cash Fund \$_____, representing reimbursement for the following actual official transportation expenses:

	Date	Type Conveyance	From (Addresses Need Not Be	- To Specific)	Amount
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

I certify that I have not been nor will I be reimbursed for the above expenses from any other source, and that they were not incurred in non-official travel between home or places where meals were taken and places of duty.

Justification for these expenses is shown on the reverse hereof.

(Date)

(Signature of Claimant)

FORM NO.
JUL 1951 36-126

(1-48)

(Claimant will initial appropriate space or spaces and circle applicable trip numbers.)

<u>Initials</u>	<u>Trip No.</u>
-----------------	-----------------

_____	1 2 3 4
-------	---------

Government transportation not available in reasonable time and presence was required elsewhere for urgent official business.

_____	1 2 3 4
-------	---------

Government transportation not usable because of security reasons.

_____	1 2 3 4
-------	---------

Other reasons why advantageous to the Government.
(Specify)

~~CONFIDENTIAL~~*Office Memorandum* • SECURITY INFORMATION • UNITED STATES

25X1A

TO : Chief, O & M Service

DATE: 1 May 1952

FROM : Deputy Comptroller

SUBJECT: Proposed Revision of CIA Regulation No. [] Transportation

25X1A

1. Pursuant to your memorandum request of 15 April 1952, we have reviewed the Standard Form No. 1164 and the CIA Form No. 36-126 and as a result, we agree that S.F. 1164 can be used to better advantage than the other form.

25X1A

2. It is therefore recommended that Paragraph A(12(b) of CIA Regulation [] be revised to authorize the use of S.F. 1164 instead of CIA Form No. 36-126.

3. It is also suggested that the revision of the Regulation include a provision that monthly or periodic summary accountings for taxicab funds may be submitted and that in such instances, approval will not be required on each of the supporting Form 1164. In order to obtain the required wording for this provision, it is suggested that your Office contact the Chief of the Finance Division, Mr. []

25X1A

[]
25X1A~~CONFIDENTIAL~~

MAY 1 1952

Deputy Director/Administration
THROUGH: Chief, Organization and Methods Service
Assistant Director/Personnel

4 April 1952

Revision of CIA Regulation ☐

25X1A

25X1A

1. There is attached a proposed revision of CIA Regulation ☐ with particular reference to paragraph A(2)(a) and paragraph A(6)(b).

2. It is felt that the proposed revision would provide for a more effective handling of Agency travel operations through recognition of certain differences in procedural requirements between foreign and domestic travel. Experience obtained since the Central Processing Branch has been in operation suggests that:

- a. The Central Processing Branch is primarily and most appropriately concerned with the processing of personnel returning from and/or going to overseas assignments. It is for such personnel that the central performance of the Finance, Personnel, and Transportation functions is most expeditious.
- b. There is usually no need for personnel engaged in purely domestic, temporary-duty travel to report to the Central Processing Branch.
- c. Generally, the Central Processing Branch is in a position to expedite domestic travel arrangements for personnel who are normally processed by CPB, that is, personnel going to or returning from overseas assignments.

3. This Office is not aware of other Regulations which would require revision as a result of subject revision.

4. No special restriction as to distribution is recommended.

5. For detailed information, contact Mr. ☐ Deputy Personnel Director, telephone extension ☐

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25X1

F. TRUBEE DAVISON

CONCUR:

25X1A

☐ ~~SECRET~~
Chief, Administrative Service
Security Information

14 December 1950

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT: Draft of CIA Services Regulation - []

25X1A

1. Pursuant to your request of 9 November 1950 comments of OSO concerning subject are forwarded herewith.

2. Service regulations [] General Services and Supply and Property delegate certain headquarters housekeeping functions to the operating offices which might possibly be performed more efficiently by the Administration Office of CIA. These regulations also seem to ignore covert functions and certain basic procedures whereby covert stations procure property.

25X1A

3. The allocation of Class A, B and C Equipment outlined in Paragraph 4 (e) of Regulation [] does not appear to take into consideration the need of certain of the covert field station for Class "A" equipment. In terms of cost of transportation for replacements and foreign cost of maintenance of certain items it probably is more economical in the long run to equip overseas stations with first class equipment where ever possible.

25X1A

4. The following changes in Regulation [] may be advisable: sub Paragraph (3) omit the words "English language" E.g. Pravda is distributed widely and considered expendable. Sub Paragraph (4) omit last phrase "of Contact Division and Foreign Broadcast Information Division". Books sent overseas by OSO and OPC are not recorded.

25X1A

5. It is presumed that it is intended to issue separate regulations covering covert supply. If so OSO concurs in general with these regulations as applying to headquarters.

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DEC 18 1950

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Office Memorandum • UNITED STATES

25X1A

TO : Management Officer

DATE: 10 November 1950 *h*

FROM : General Counsel

SUBJECT: Draft of CIA Services Regulation - []

25X1A

1. Your Draft of CIA Services Regulation - [] dated 9 November 1950, has been examined in this office. 25X1A

2. The broad wording of Section III. A. might lead procuring officials to believe that they can disregard existing laws and regulations concerning the authorized forms of contracts and types of procurement. The following revision of that Section is suggested:

"Contracting and Procurement Authority

The Director will delegate authority to those employees who may incur legal obligations for the procurement of supplies, equipment or services. Such delegations will not be contained in this manual."

[] 25X1A

LAWRENCE R. HOUSTON

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NOV 14 1950

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : Mr.

DATE: Nov. 14, 1950

FROM : Administrative Officer, Medical Staff

SUBJECT: Draft of C.I.A. Services Regulation -

25X1A

1. Concurrence is herein indicated with noted exception.

2. Your attention is invited to Section V, B, 1 of subject regulation wherein reference is made to "Arrangements are made (by Transportation Branch) for ***** Physical examinations, immunizations when required *****". There is no procedural disagreement between the Transportation Branch and the Medical Staff it is merely felt that the statement as it now stands is ambiguous. The Transportation Branch is concerned only with evidence that a Physical examination and immunization have been completed prior to the individuals departure, the actual scheduling is accomplished by the Personnel Divisions. As it now stands the impression could be that Transportation effects the scheduling.



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NOV 14 1950

SECRET**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer

DATE: NOV 27 1950

FROM : Security Officer, CIA

SUBJECT: Draft of CIA Services Regulation - [REDACTED]

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25X1A

1. This office concurs in the subject draft. It is noted, however, that the proposed regulation does not provide for relief from responsibility for an officer in a field station who issues or disposes of non-expendable property under emergency circumstances or in a combat area. The Chairman, Covert Property Survey Board, in a memorandum dated 15 November 1950 to the Executive, recommended that Agency regulations be amended to meet this situation as the only means of relief from responsibility consist of submission of a Property Survey Report to the Property Survey Board.

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Colonel, GSC

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NOV 28 1950

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : Management Officer

DATE: 9 November 1950

FROM : Chief, Advisory Council

SUBJECT: Draft of CIA Services Regulations -

25X1A

This Office concurs in Draft Services Regulations circulated for review.

Chief, Advisory Council

25X1A

NOV 10 1950

25X1A

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant to Executive
FROM : Assistant Director for Operations
SUBJECT: Draft of CIA Services Regulation - [REDACTED]

DATE: 22 November 1950

25X1A

REF: a. Management Officer's Memo dated 9 November 1950,
subject as above

1. This office concurs in reference Regulation as
drafted.

[REDACTED]
25X1A

RESTRICTED

NOV 22 1950

SECRET

20 November 1950

MEMORANDUM FOR: ASSISTANT TO THE EXECUTIVE

ATTENTION: Mr. [REDACTED]

25X1A

FROM: Executive Assistant Director, CD

SUBJECT: Comments on the Draft of CIA Services
Regulation - [REDACTED]

25X1A

1. This Office concurs in the proposed Central Intelligence Agency Regulations - [REDACTED] - as proposed in the draft submitted November 9, 1950, with the following comments:

25X1A

a. Page 4, Roman Numeral II, Subparagraph A, Second line: the words "grade GS-9 or above" deleted or be reworded as follows: grade GS-9 or above or with the concurrence of the Services Officer, individuals of lower grade carrying out special assignments.

Among those presently authorized to sign reproduction requests in OCD are three GS-5's, one GS-6, and three GS-7's [REDACTED]

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[REDACTED] Most of these requests are for photostatic copies of documents and reproduction of photographs, and can be processed most expeditiously by persons named above.

b. Page 11, Subparagraph 2.a., delete "(1) Documents, including captured documents, channeled to Foreign Documents Division for exploitation."

The term "document" is vague. Accountability is now maintained or controlled by the CIA Library for all publications purchased for FDD. Captured documents are not purchased. It seems unnecessary to specifically exempt such material.

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SECRET

NOV 21 1950

25X1A

17 November 1950

MEMORANDUM FOR: MANAGEMENT OFFICER, CIA

SUBJECT: Draft of CIA Services Regulation

1. In your memorandum of 9 November 1950 concerning the above subject, you requested concurrence and/or comments concerning a proposed draft of CIA Services Regulation.

2. In view of the recent reorganization of the Office of the Executive and the abolishment of SSS, it is believed you will desire to redraft subject regulations.

25X1A

Chief, Staff III/OPC

CONFIDENTIAL

NOV 20 1950

~~CONFIDENTIAL~~3 Aug

30 July 1951

25X1A

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Revision of CIA Regulation No.

25X1A

1. This proposed revision of CIA Regulation No. is a result of a Task Force study. It is less restrictive than the present regulations regarding the use of taxicabs and provides a simplified procedure for handling claims.

25X1A

2. Concurrences have been obtained from the following offices and are attached hereto:

General Counsel
Comptroller
Administrative Services
OSO
OPC

3. A draft of the proposed Form No. 36-126 is also attached. The Assistant Comptroller's comment that the form was unnecessarily complicated was made prior to revision and he has verbally concurred with change made.

4. Approval is recommended. When approved, Section 6.6 will be deleted from the Confidential Funds Regulations.

 25X1A

Advisor for Management

~~CONFIDENTIAL~~

AUG 2 1951

Next 4 Page(s) In Document Exempt

CONFIDENTIAL

30 July 1951

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Revision of CIA Regulation No.

25X1A

1. This proposed revision of CIA Regulation No. is a result of a Task Force study. It is less restrictive than the present regulations regarding the use of taxicabs and provides a simplified procedure for handling claims.

25X1A

2. Concurrences have been obtained from the following offices and are attached hereto:

General Counsel
Comptroller
Administrative Services
OSO
OPC

3. A draft of the proposed Form No. 36-126 is also attached. The Assistant Comptroller's comment that the form was unnecessarily complicated was made prior to revision and he has verbally concurred with change made.

4. Approval is recommended. When approved, Section 6.6 will be deleted from the Confidential Funds Regulations.

Advisor for Management

25X1A

DIM/lr

chronoc
subject ✓

CONFIDENTIAL

Next 1 Page(s) In Document Exempt

12 Jan 52

10 January 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed revision of CIA Regulation No. Transportation. 25X1A

1. Proposed revision of CIA Regulation No. was submitted 25X1A
to the Comptroller, Assistant Director (Personnel) and the General Counsel
for approval. The attached incorporates changes requested by the Com-
ptroller's Office and verbal approval of the other Offices concerned.

2. The paragraph regarding travel by invitees contained in the
original draft, will be incorporated in the revision of Part VI, CFR,
which is now being written.

3. Recommend approval.



25X1A

W. L. Peel
Chief, General Services

OK
[Signature]

Security - 1

Next 1 Page(s) In Document Exempt

DATA

ADMINISTRATIVE SERVICES (DRAFTS)
SECRET

3 of 5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management
THRU : Comptroller [REDACTED]
FROM : Chief, Fiscal Division

DATE: 3 January 1952

25X1A

25X1A SUBJECT: Revision of CIA Regulation No. [REDACTED] Transportation

1. The proposed revision of the subject Regulation is returned with the following suggestions:

ILLEGIB

Sec. 3.A.(4) Add: "In those cases where sufficient time did not exist to issue a travel order prior to the commencement of travel, the applicable Assistant Director, or Office head, or his designee, may approve the reimbursement voucher by signing the following statement to be inserted on the face of the voucher:
'Travel without prior written orders approved'"

3.A.(6)(c)

Suggest rewording to read: "The Central Processing Branch, is authorized to amend travel orders, prior to commencement of travel, when requested by the originating Office."

ILLEGIB

Sec. 3.A.(8)(b)
and (d)

These subsections should be omitted from this Regulation which is available to the General Accounting Office site audit representative. Suggest inclusion in Confidential Funds Regulation.

2. Should further information relative to the above be desired, please advise.

25X1A

Attachment

CONFIDENTIAL
SECURITY INFORMATION

CONFIDENTIAL

SECURITY INFORMATION

THRU : Advisor for Management
Comptroller
Chief, Fiscal Division

3 January 1952

Revision of CIA Regulation No. Transportation

25X1A

1. The proposed revision of the subject Regulation is returned with the following suggestions:

Insert 1

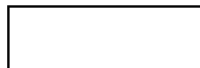
Sec. 3.A.(4) Add: "In those cases where sufficient time did not exist to issue a travel order prior to the commencement of travel, the ^{appropriate} Assistant, Director, or Office head, or ~~his~~ ^{his} ~~their~~ designee, may approve the reimbursement voucher by signing the following statement to be inserted on the face of the voucher:
'Travel without prior written orders approved'"

Sec. 3.A.(6)(c) Suggest rewording to read: "The ^{Chief} ~~Central Processing Branch~~ ^{is} ~~is~~ ^{on duty} authorized to amend travel orders, prior to commencement of travel, when ^{requested} ~~requested~~ by the originating Office."

Delete

Sec. 3.A.(8)(b) and (d) These subsections should be omitted from this Regulation which is available to the General Accounting Office site audit representative. Suggest inclusion in Confidential Funds Regulation.

2. Should further information relative to the above be desired, please advise.



25X1A

Attachment

CONFIDENTIAL

SECURITY INFORMATION

CONFIDENTIAL
Security Information

4 December 1951

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Proposed Change in CIA Regulation No. [] Transportation. 25X1A

1. The proposed revision of Regulation No. [] will allow Senior Representatives and Chiefs of Stations or Missions to issue orders or direct emergency travel where necessary. Concurrences have been executed as follows: 25X1A

Concurrences with comment:

Comptroller
General Counsel

Concurrences without comment:

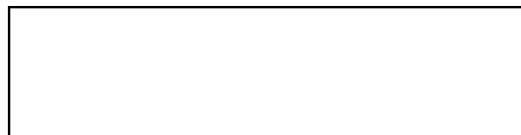
OSO
OPC
COMMO

OO
PERSONNEL

The Comptroller's comments have been included in the attached without further coordination. *(added words "household goods + personal effects" para 6)* 2011A.

2. The General Counsel has suggested that the Chief of Station be empowered to return the families to the original location upon the expiration of the emergency. This comment has not been included in the attached as it seems apparent that at the expiration of an emergency the employee would be in a location where it would be possible to obtain necessary travel orders.

3. Recommend approval.



25X1A

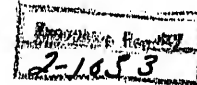
Advisor for Management

Attns.

CONFIDENTIAL
Security Information

DEC 10 1951

Next 15 Page(s) In Document Exempt



SEP 4 1951

MEMORANDUM FOR: DEPUTY DIRECTOR FOR
ADMINISTRATION

SUBJECT: Proposed addition to CIA Regulation
No. []

25X1A

REFERENCE: OPC Regulation No. [] page 7

25X1A

1. It has come to the attention of this Office that certain cases have occurred wherein CIA officials visiting OPC field stations have not provided for advance notice to the Chiefs of Stations or Senior CIA Representatives (where existent) and that actions taken while in the area thus were not coordinated with them.

2. In order to provide for full coordination with these field officers, it is suggested that the enclosed draft be considered for inclusion in CIA Regulation No. []

25X1A

25X1A

KILBOURNE JOHNSTON
Assistant Director for
Policy Coordination

Encl: 2

1. Draft of CIA Reg. No. []
2. Ref OPC Reg. No. [], page 7

25X1A

25X1A

25X1

Concur
[]

EODDP
10 Sept 51

SECRET

SEP 12 1951

Next 1 Page(s) In Document Exempt

11 February 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : CIA Regulation No. [] Transportation

25X1A

25X1A

[] 1. The only changes in the attached revision of CIA Regulation No. are in paragraph A.(1)(e). This paragraph has been amended to:

(a) Clarify the fact that travel plans of overt Office representatives which must be coordinated with the DD/P are those which involve contacts with or temporary duty at covert overseas installations.

(b) Specify type of information to be submitted by Office heads to the DD/P. (Based on memorandum dated 10 October 1951 from the Executive Officer for Deputy Director (Plans) to overt Office heads).

2. The Executive Officer for the DD/P has approved the attached revision. Since the changes made do not reflect any basic change in policy, no other coordination has been effected.

25X1A

3. Please note the recision line indicates that all pages of CIA Regulation No. [] will be rescinded. This is due to the fact that insertion of the attached revision will necessitate renumbering of all pages.

4. Recommend approval.

25X1A

W. L. PEEL
Chief, General Services

Attch.

CONFIDENTIAL
Security Information

FEB 26 1952

Next 1 Page(s) In Document Exempt

CONFIDENTIAL

ER-2-2857

10 October 1951

MEMORANDUM FOR: Assistant Director for Office of Operations
Assistant Director for Communications
Assistant Director for Collection and Dissemination
Assistant Director for Research and Reports
Assistant Director for National Estimates
Assistant Director for Intelligence Coordination
Assistant Director for Current Intelligence
Assistant Director for Scientific Intelligence
Acting Chief for Technical Services Staff
Deputy Director (Administration)

FROM : Executive Officer for Deputy Director (Plans)

SUBJECT : Coordination of Foreign TDY for Personnel of
Overt Offices

REFERENCE : Paragraph 3, A, (d) CIA Regulation No. 25X1A
8 October 1951

In order to provide this office with the information necessary to permit it to comply with the provisions of the referenced regulations, it is requested that whenever representatives of your office plan to travel overseas or to visit covert overseas installations, and prior to the issuance of travel orders, this office receive the following information in memorandum form, (original and one carbon copy for the Deputy Director (Plans), one carbon copy for the Assistant Director for Special Operations):

- (a) Names and titles of the travelers.
- (b) Purpose of travel.
- (c) Itinerary and approximate dates of arrival.
- (d) Assistance, if any, which may be required from covert overseas installations.
- (e) Cover plans or arrangements.

(Signed) C. V. HULICK

CHARLES V. HULICK

cc: AD/SO
cc: AD/PC
cc: Chief/I&S
cc: Advisor for Management ✓

CONFIDENTIAL

OCT 12 1951

CONFIDENTIAL

4 October 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Brief of Amendment to Regulation No. [] (Travel). 25X1A

1. The attached Regulation, amended where indicated by brackets, will provide the authority for each Office Head to issue travel orders for personnel under his jurisdiction.

2. The control necessary under Agency Regulations and basic laws exercised by the Administrative Services Transportation Division and the various segments of Finance is not disturbed nor weakened.

3. This Regulation also establishes a Central Processing Branch as a part of the Personnel Office.

25X1A

4. The General Counsel has expressed an opinion by phone (Mr. Houston - []) that the DD/A under the Standard Travel Regulations, Agency Regulations, and existing signed delegations, has the authority to further delegate this authority by his signature.

5. All overt regulations have been checked and no conflicts exist except a minor provision in Regulation No. [], which is taken care of in the last paragraph of the attached.

25X1A

6. The concurrence of every office is attached, except one. Where minor comments were offered they have either been incorporated, or our reasons for non-incorporation indicated in colored pencil. One dissent is also attached which is relatively minor to the overall problem. Any items can be resolved without interfering with this plan.

7. Recommend approval.

[]

25X1A

DD/A may redelegate travel authority as proposed in the attached amendment to Regulation []

25X1A

25X1A

[]

CONFIDENTIAL

Next 17 Page(s) In Document Exempt

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Chief, Administrative Services

SUBJECT: Comments on Proposed CIA Notice - Transportation

DATE: 1 October 1951

As you requested, the following comments are made on the proposed subject Notice:

25X1A

1. The proposed Notice seems to be inconsistent with CIA Regulation No. [] dated 10 April 1951, in that the Notice contains statements of policy, delegations of authority, procedure, and re-assignment of functions. It would seem that a general announcement of the fact that a Central Processing Branch is being established and the purpose for which the Branch is being established, would be adequate.

*Being issued
as an Agency
Regulation.
Not uncertain
JRM*

2. In accordance with Paragraph 1 above, the following comments are made on the Notice itself:

a. Paragraph 1 (a) states that travel orders will be prepared and approved by Assistant Directors effective 8 October 1951. The proposed procedure and the forms necessary to accomplish this have not yet been concurred in by Administrative Services activity and I understand that the form itself has not as yet been completely designed.

*will be
before 8 Oct
pb*

*Do not believe any
offer head now in
CIA will abuse
this authority
JRM*

b. With reference to paragraph 4 (b) of the proposed Notice, this provision will open the door wide to abuses of travel authority. Of course, in those instances of abuses disciplinary action can be taken, but it is my recommendation that a better control procedure for blanket travel orders be designed.

c. With reference to paragraph 5 (a), the Notice establishes "a Central Processing Branch under the supervision of the Assistant Director (Personnel)", and then in paragraph 5 (b) states that the "Central Processing Branch will be responsible for the coordination and processing of all phases of travel operations and requirements for the Agency." It is my understanding that it was the intention of the Assistants to the Deputy Director (Administration) that the Central Processing Branch should operate under the general supervision of the Assistant Director for Personnel, and that each administrative activity would nominate individual trained employees of

*to be
resolved*

ILLEGIB

Advisor for Management

1 October 1

the calibre and quantity required to maintain the processing unit on a current and efficient basis, but that the administrative control of each individual operation would remain with the office heads concerned with each particular phase of the processing unit. To the best of my knowledge this concept has not changed, and I feel that the concept should be adhered to for the reason that it then makes it possible to rotate experienced personnel on these assignments and, through the knowledge which each employee would gain, the efficiency of the Central Processing Branch would thereby be improved. In addition, the effect of paragraph 5 (b) is to transfer the administrative function, control and supervision from the Chief, Transportation Division, Administrative Services, to the Assistant Director for Personnel. I have not been instructed that this action was supposed to be taken and, in any event, it should not be accomplished by CIA Notice. In addition, it was never conceived that all "travel operations" would be incorporated into the Central Processing Branch, but rather would be an activity in which employees were briefed on all requirements and arrangements necessary for travel, and that they would be directed to the various administrative units by whom more detailed processing would be performed and that appointments to accomplish these processes would be made by the Processing Branch--the purpose being to eliminate confusion, misunderstanding and general inefficiency to the traveler which now exists due to the lack of such an activity.

3. In view of the misunderstanding which apparently is present, as indicated by the proposed Notice, it is recommended that representatives of Personnel, Finance and Administrative Services determine what is necessary to accomplish the original objective as laid down by the Assistants to the Deputy Director (Administration), and that whatever implementation is required be submitted to Management for approval and concurrence. I believe that the preliminary phases of such action can be accomplished within a period of approximately three days. Several weeks will, however, be required to adjust and finalize the Branch to meet the efficiency requirements that is desired.

25X1A

CONFIDENTIAL

2

~~SECRET~~
CONFIDENTIAL

Advisor for Management

1 October 1951

Chief, Administrative Services

Comments on Proposed CIA Notice - Transportation

As you requested, the following comments are made on the proposed subject Notice:

25X1A

1. The proposed Notice seems to be inconsistent with CIA Regulation No. [] dated 10 April 1951, in that the Notice contains statements of policy, delegations of authority, procedure, and re-assignment of functions. It would seem that a general announcement of the fact that a Central Processing Branch is being established and the purpose for which the Branch is being established, would be adequate.

2. In accordance with Paragraph 1 above, the following comments are made on the Notice itself:

a. Paragraph 1 (a) states that travel orders will be prepared and approved by Assistant Directors effective 8 October 1951. The proposed procedure and the forms necessary to accomplish this have not yet been concurred in by Administrative Services activity and I understand that the form itself has not as yet been completely designed.

b. With reference to paragraph 4 (b) of the proposed Notice, this provision will open the door wide to abuses of travel authority. Of course, in those instances of abuses disciplinary action can be taken, but it is my recommendation that a better control procedure for blanket travel orders be designed.

c. With reference to paragraph 5 (a), the Notice establishes "a Central Processing Branch under the supervision of the Assistant Director (Personnel)", and then in paragraph 5 (b) states that the "Central Processing Branch will be responsible for the coordination and processing of all phases of travel operations and requirements for the Agency." It is my understanding that it was the intention of the Assistants to the Deputy Director (Administration) that the Central Processing Branch should operate under the general supervision of the Assistant Director for Personnel, and that each administrative activity would nominate individual trained employees of

CONFIDENTIAL

Advisor for Management

1 October 1951

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3. In view of the misunderstanding which apparently is present, as indicated by the proposed Notice, it is recommended that representatives of Personnel, Finance and Administrative Services determine what is necessary to accomplish the original objective as laid down by the Assistants to the Deputy Director (Administration), and that whatever implementation is required be submitted to Management for approval and concurrence. I believe that the preliminary phases of such action can be accomplished within a period of approximately three days. Several weeks will, however, be required to adjust and finalize the Branch to meet the efficiency requirements that is desired.

25X1A

CONFIDENTIAL

*This Reg.
filed on 2 Oct 51
+ p [redacted] dated
8 Oct. in effect.*

25X1A

25 September 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Revision of CIA Regulation No. [redacted] Transportation 25X1A

1. There is submitted herewith proposed revision of CIA Regulation No. [redacted] which was requested by the Assistant Director for Policy Coordination. 25X1A
2. The only change is the addition of paragraph (1) (c) which requires that plans and itineraries of overt office representatives to visit covert overseas installations be fully coordinated with the Deputy Director (Plans) before the issuance of travel orders.
3. Coordination with the Deputy Director (Plans), Deputy Director (Administration) and the Assistant Director for Special Operations was effected prior to the submission of the request for revision to the Advisor for Management.

[redacted]

25X1A

Advisor for Management

CONFIDENTIAL

OCT 2 1951

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

3. TRANSPORTATION (See Regulation No.)

A. Travel

25X1A

(1) Issuance of Travel Orders

- (a) Travel orders will be issued by the Transportation Division, Administrative Services Office, except as otherwise stated.
- (b) Senior Representatives and Chiefs of Station outside the continental United States may authorize, approve and issue travel orders for employees under their jurisdiction, for:
 - (1) Temporary duty travel within their areas of jurisdiction.
 - (2) Temporary duty travel beyond their areas of jurisdiction, provided clearance has been obtained from the appropriate Office head or his designee.
 - (3) Permanent change of station within their areas of jurisdiction. Headquarters will be notified promptly by cable of all such changes. Senior Representatives and Chiefs of Station may not issue travel orders for travel to or from the United States or for permanent change of station outside their areas of jurisdiction.

(c) Plans and itineraries of overt office representatives to visit covert overseas installations must be fully coordinated with the Deputy Director (Plans) before the issuance of travel orders. The Deputy Director (Plans) will:

- (1) Ensure that the proper representative in the field is informed of details of the proposed visit.
- (2) Provide for a thorough briefing of the traveling official on matters of operational significance such as cover and security.
- (3) Effect necessary coordination with the Assistant Directors of the covert Offices concerned.]

(2) Requests for Travel Orders

- (a) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Station, shall be prepared and routed to the Transportation Division, Administrative Services, through:
 - (1) Office heads or their delegates (not below Division Chief level) in the case of individuals under their jurisdiction.
 - (2) Personnel Director in cases involving permanent change of station or travel to first post of duty abroad.
 - (3) Chief, Administrative Services, when a request included overseas

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

transportation of an automobile.

- (4) Personnel Director for travel abroad on temporary duty.
 - (5) Appropriate Deputy Director in cases of Office heads.
- (b) Requests for travel orders shall be prepared and submitted as follows:
- (1) Vouchered travel orders (Domestic and Foreign) on CIA Form 34-5 in duplicate.
 - (2) Unvouchered travel orders (Domestic) on CIA Form 33-28 in quadruplicate. (Quintuplicate if for Military Personnel)
 - (3) Unvouchered travel orders (Foreign) on CIA Form 36-207 in triplicate. Form 36-207 must accompany Form 37-1, Confidential Funds Personnel Action, when the action involves the appointment of a new employee at a point in the United States outside the metropolitan area of Washington, D. C. for duty abroad.
- (c) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Transportation Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.
- (d) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Requesting and approving officials will indicate on the requests for travel orders the recommended per diem and mileage rates and will reduce the maximum allowance whenever it exceeds the necessary official traveling expenses. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official traveling expenses under the circumstances. The request should indicate the estimated amount of the travel advance desired, if any. (For per diem rates and information concerning travel advances see Regulation No.) 25X1A
- (e) The Transportation Division, upon the recommendation of the Chief, Administrative Services, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.
- (3) Responsibilities of the Transportation Division, Administrative Services Office
- (a) Provide travel arrangement service. Personnel ordered overseas should contact the Transportation Division six weeks prior to planned date of departure.

-2-

CONFIDENTIAL

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

- (b) Arrange for the issuance of passports and visas, and secure overseas clearance when necessary.
- (c) Issue necessary travel orders and verify that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the ticket or Transportation Request to the traveler.
- (4) Travel by Armed Services Personnel

Military personnel attached or assigned to CIA for duty may be authorized travel, allowances, and related expenses in accordance with Agency regulations applicable to civilian personnel where such regulations provide benefits substantially similar to or greater than the military regulations. Upon receipt of travel requests approved by the Transportation Division, Administrative Services Office, the Military Personnel Division, Personnel Office, will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division, Finance Office.

25X1A

25X1A

~~Deputy Director~~
(Administration)

Effective:
Rescind : Pages 1-2 of
14 July 1951

SECRET

Executive Registry
2-1033

SEP 4 1957

MEMORANDUM FOR: DEPUTY DIRECTOR FOR
ADMINISTRATION

SUBJECT: Proposed addition to CIA Regulation
No.

25X1A

REFERENCE: OPC Regulation No. page 7

25X1A

1. It has come to the attention of this Office that certain cases have occurred wherein CIA officials visiting OPC field stations have not provided for advance notice to the Chiefs of Stations or Senior CIA Representatives (where existent) and that actions taken while in the area thus were not coordinated with them.

2. In order to provide for full coordination with these field officers, it is suggested that the enclosed draft be considered for inclusion in CIA Regulation No.

25X1A

(Signed) KILBOURNE JOHNSTON

KILBOURNE JOHNSTON
Assistant Director for
Policy Coordination

Encl: 2

1. Draft of CIA Reg.
2. Ref OPC Reg. No.

25X1A

SECRET

SECRET

Suggested addition to CIA Regulation No. dated 14 July 1951. 25X1A

As paragraph (c) under (1) Issuance of Travel Orders:

Whenever CIA officials of overt offices have occasion to visit covert overseas installations of the Agency, their plans and itineraries must be fully coordinated with DD/P before the issuance of travel orders. DD/P will insure that the proper representative in the field is informed as to the details of the proposed visit. DD/P will also provide for a thorough briefing of the traveling official on matters of operational significance such as cover and security as well as for other necessary coordination with the Assistant Directors of the covert Offices concerned.

SECRET

SECRET

Suggested addition to CIA Regulation No. dated 14 July 1951. 25X1A

As paragraph (c) under (1) Issuance of Travel Orders:

(1) Whenever CIA officials of overt offices have occasion to visit covert overseas installations of the Agency, their plans and itineraries must be fully coordinated with DD(P) before the issuance of travel orders. DD(P) will in turn inform the proper representative in that area and clear with him the details of the proposed visit, thus ensuring full coordination on any actions taken or contemplated in the area under his jurisdiction. This coordination will also provide for a thorough briefing of the traveling official on matters of operational significance such as cover and security.

(2) Stopovers at covert overseas installations en route to their destinations may not be made by CIA officials without prior clearance with the Field Station Chiefs arranged through the covert Office concerned.

(3) Arrangements for coordination of such visits will be made with the Assistant Directors of the covert Offices concerned.

(4) Where a Senior CIA Representative exists in the area, it will be the responsibility of the Chief of Station, on receipt of advance notice, to coordinate these visits with him.

SECRET

30 June 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Revision of CIA Regulation No.

25X1A

1. Changes in the attached Regulation are indicated by [].

2. The revision of paragraph A (1) (b) will broaden the authority for Chiefs of Stations overseas to issue travel orders. Several objections were made to the first draft. The attached has been revised to include these changes and has been reconcurred in as follows:

Concurrence:	OO	General Counsel
	OPC	Comptroller
	OSI	Auditor
	OSO	Administrative Services

Concurrence with Comments: Personnel - Want added: "Personnel action to be prepared by operating office subject to personnel approval." (This is standard procedure and covered by Personnel Regulations so was not added here.)

3. Recommend signature.

Advisor for Management

25X1A

Enclosure: CIA Regulation No.

25X1A

DLM/lb/ms
cc: Chrono ✓
Subject File

25X1A

ADMINISTRATIVE SERVICES (DRAFTS)
SECRET

4 of 5

30 July 1951

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Revision of CIA Regulation No.

25X1A

1. This proposed revision of CIA Regulation No. is a result of a Task Force study. It is less restrictive than the present regulations regarding the use of taxicabs and provides a simplified procedure for handling claims.

25X1A

2. Concurrences have been obtained from the following offices and are attached hereto:

General Counsel
Comptroller
Administrative Services
OSO
OPC

3. A draft of the proposed Form No. 36-126 is also attached. The Assistant Comptroller's comment that the form was unnecessarily complicated was made prior to revision and he has verbally concurred with change made.

4. Approval is recommended. When approved Section 6.6 will be deleted from the Confidential Funds Regulations.

Advisor for Management

25X1A

DLM/lr

chrono
subject

30 June 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Revision of CIA Regulation No.

25X1A

1. Changes in the attached Regulation are indicated by ☐.

2. The revision of paragraph A (1) (b) will broaden the authority for Chiefs of Stations overseas to issue travel orders. Several objections were made to the first draft. The attached has been revised to include these changes and has been reconcurred in as follows:

Concurrence:	OO	General Counsel
	OPC	Comptroller
	OSI	Auditor
	OSO	Administrative Services

Concurrence with Comments: Personnel - Want added: "Personnel action to be prepared by operating office subject to personnel approval." (This is standard procedure and covered by Personnel Regulations so was not added here.)

3. Recommend signature.

Advisor for Management

25X1A

Enclosure: CIA Regulation No.

25X1A

DLM/lr/ms
cc: Subject File

CONFIDENTIAL

7-m-413-51

30 June 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Revision of CIA Regulation No.

25X1A

1. Changes in the attached Regulation are indicated by [].

2. The revision of paragraph A (1) (b) will broaden the authority for Chiefs of Stations overseas to issue travel orders.. Several objections were made to the first draft. The attached has been revised to include these changes and has been reconcurred in as follows:

Concurrence:	OO	General Counsel
	OPC	Comptroller
	OSI	Auditor
	OSO	Administrative Services

Concurrence with Comments: Personnel - Want added: "Personnel action to be prepared by operating office subject to personnel approval." (This is standard procedure and covered by Personnel Regulations so was not added here.)

3. Recommend signature.

25X1A

Advisor for Management

Enclosure: CIA Regulation No.

25X1A

JUL 14 1951

CONFIDENTIAL

Next 8 Page(s) In Document Exempt

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 6 June 1951

FROM : Comptroller

SUBJECT: Revision of CIA Regulation No.

25X1A

1. This office concurs in the amendment of the First sentence of paragraph A.(4), Page 2 to read as shown in your memo of 29 May 1951.

2. It is suggested that the following language be used in amending Paragraph A.(1) (b), Page 1 in lieu of the language shown in your draft of 29 May 1951:

"Chiefs of Station outside the continental United States may authorize or approve, and issue travel orders for temporary duty travel within or outside their areas of jurisdiction for employees under their supervision, provided that clearance must be obtained from the appropriate Office Head or his designee for travel outside the area of jurisdiction of a Chief of Station. Chiefs of Station may not direct or authorize travel to and from the United States or for the purpose of change of official station without first having secured travel orders from Headquarters."

3. The reasons for the suggested changes are as follows:

a. The terminology "area of jurisdiction" has been substituted for "theater" inasmuch as the word "theater" has no definite geographical meaning. *Done*

b. A "change of station" travel order should be issued concurrently with a personnel action. It would, therefore, be inconsistent to give authority to the Chief of Station to direct change of station travel unless he is also authorized to approve personnel actions. Experience has shown that Personnel loses effective control of personnel assignments where a Chief of Station independently directs change of station travel, and Finance cannot pay the allowances appropriate to the new station unless and until there is a formal personnel action. *!*

25X1A

E. R. SAUNDERS~~CONFIDENTIAL~~

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management
FROM : Assistant Director for Operations

DATE: 11 June 1951

SUBJECT: Revision of CIA Regulation No.

25X1A

REFERENCE: Advisor for Management memo to AD/O et al, dated 29 May 1951,
subject as above

1. Recommend that CIA Regulation No. Para A (1) be
revised as indicated below:

25X1A

A. Travel

(1) Issuance of Orders

(a) No change

(b) Chiefs of Stations outside the continental United States may authorize, approve and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

(c) Office heads or their designees may delegate authority to Chiefs of Stations outside the continental United States to authorize, approve and issue travel orders for permanent change of station travel within their theaters.

(d) Chiefs of Stations outside the continental United States may issue orders providing for temporary duty travel beyond their theaters where clearance has been obtained from the appropriate Office head or his designee.

(e) Chiefs of Station may not issue orders for travel to or from the United States or for permanent change of station outside the assigned theater.

2. Concur with revision of Para A (4), first sentence, as set forth in Para 2 of reference memorandum.

25X1A

GEORGE G. CAREY~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 18 June 1951

FROM : Personnel Director

SUBJECT: Comments on Revision of CIA Regulation No

25X1A

(1) Paragraph A. (1) (b), Page 1.

It is assumed that this regulation means that before orders are issued reflecting a permanent change of station that there is a slot available at the new post and that such transfer is at the same grade, salary, designation, etc. In the event it is proposed to show a theatre as a headquarters, difficulties may arise from personnel being on permanent per diem.

It's attends task force meeting.

It is also believed that Security might be interested in such transfers. It is noted that they were omitted from distribution.

Done by Reworking
It appears as though theatre should be defined for the purpose of this regulation. In some theatres a person could be transferred from one country to another under this regulation. Is that the intent?

(2) Paragraph A. (4), Page 2.

Being Done
It is suggested that this paragraph be coordinated with task force efforts on CFR 6.7, which are presently under discussion.

It is suggested that the intent as to exactly which allowances are to be encompassed by this regulation be thoroughly covered.

Deputy Personnel Director

25X1A

JUN 20 1951

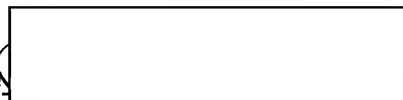
CONCURRENCE SHEET

DATE 4 June 1951

I do ~~(not)~~ concur in the proposed revision of CIA Regulation No. ☐ 25X1A
dated 29 May 1951.

Comments:

Signature



25X1A

Chif. Admin. [Signature]
6/4/51

CONFIDENTIAL

~~CONFIDENTIAL~~
CONCURRENCE SHEET

DATE 6 June 51

I do ~~not~~ concur in the proposed revision of CIA Regulation No.
dated 29 May 1951.

25X1A

Comments:

Signature

OSI
25X1A

~~CONFIDENTIAL~~

CONCURRENCE SHEET

12 MA 1951 8 1 MUL

17 MAY 1951 16 YAM

DATE 1 June 1951

I do ~~(not)~~ concur in the proposed revision of CIA Regulation No. ☐ 25X1A
dated 29 May 1951.

Comments:

For AD/so

Signature

25X1A

Spec. Asst.

CONFIDENTIAL

CONCURRENCE SHEET

25X1A

DATE 5 June

I do ~~(not)~~ concur in the proposed revision of CIA Regulation No. ☐
dated 29 May 1951.

25X1A

Comments:

Signature

25X1A

CONFIDENTIAL
CONCURRENCE SHEET

DATE 7 June 1951

I do ~~not~~ concur in the proposed revision of CIA Regulation No 25X1A
dated 29 May 1951.

Comments:

Signature

25X1A

OPC

CONFIDENTIAL

JUN 9 1951

29 May 1951

MEMORANDUM FOR: Chief, Administrative Services

✓ Comptroller
✓ General Counsel
✓ Personnel Director
✓ Assistant Director for Operations
✓ Assistant Director for Policy Coordination
✓ Assistant Director for Special Operations
✓ Assistant Director for Scientific Intelligence

SUBJECT: Revision of CIA Regulation No.

25X1A

1. Quoted below are two recommended revisions of CIA Regulation No.

25X1A

(1) Paragraph A.(1) (b), page 1, to read:

Chiefs of Station outside the continental United States may authorize, approve and issue travel orders for permanent change of station or temporary duty travel within their theaters for employees under their jurisdiction. Such orders may provide for temporary duty travel beyond the theater where clearance has been obtained from the appropriate office head or his designee. Chiefs of Station may not issue orders for travel to or from the United States or for permanent change of station outside the assigned theater.

(2) First sentence of paragraph A.(4), Page 2, to read:

Military personnel attached or assigned to CIA for duty may be authorized travel, allowances and related expenses in accordance with Agency regulations applicable to civilian personnel where such regulations provide benefits substantially similar to or greater than the military regulations.

2. It is requested that your concurrence or comments be forwarded to this Office by 11 June 1951.

25X1A

Advisor for Management

dlm/lis

cc: subject ✓

CONCURRENCE SHEET

DATE

I do (not) concur in the proposed revision of CIA Regulation No.
dated 29 May 1951.

25X1A

Comments:

Signature

CONFIDENTIAL

Office Memorandum • UNITED STATES

TO : Advisor for Management

DATE: 10 May 1951 *By [unclear] [unclear]*

FROM : Comptroller

SUBJECT: CIA Regulations - Travel and Allowances of Military Personnel

25X1A

1. Paragraph 6.7 of the Confidential Funds Regulations approved by the Director on 26 April 1951 provides that military personnel attached or assigned to CIA for duty may be paid travel, allowances and related expenses in accordance with Agency regulations applicable to civilian personnel where such regulations provide benefits substantially similar to or greater than the military regulations.

2. Accordingly, it is recommended that the first sentence of Paragraph A (4), Section 3, Agency Regulation No. [] be deleted and the following substituted:

25X1A

"Military personnel attached or assigned to CIA for duty may be authorized travel, allowances, and related expenses in accordance with Agency regulations applicable to civilian personnel where such regulations provide benefits substantially similar to or greater than the military regulations."
(Reference: Part K, Paragraph 6500, Joint Travel Regulations for the Uniformed Services, Effective 1 April 1951)

25X1A

[]
E. R. SAUNDERS**CONFIDENTIAL**

MAY 11 1951

SECRET

23 February 1951

Ad-299
Copy

MEMORANDUM FOR: CHIEF, ADMINISTRATIVE SERVICES

SUBJECT: Travel Orders for Field Travel

REFERENCE: (a) Memorandum dated 4 January 1951 from Executive Officer/OSO to Chief, Administrative Services, same subject.

(b) Revision to Paragraph 1.b. (2) to Administrative Instruction No. [] dated 14 February 1951.

25X1A

1. This office appreciates the prompt action taken in accordance with the request contained in Reference (a) relative to delegating certain authority to authorize travel to Chiefs of Field Stations. That memorandum, however, was apparently in error in that it did not specify the necessity for Chiefs of large operational theaters embracing more than one political area to authorize Permanent Change of Station within the theater. It is obviously essential that the Chief of a large installation such as [] be authorized to transfer individuals PCS from one location to another within his installation at his own discretion.

25X1A

2. It is suggested, therefore, that Reference (b) be reworded as follows:

"1. b. (2) Chiefs of Missions (and Chiefs of Stations) outside the continental United States may authorize, approve, and issue travel orders for (Permanent Change of Station or) temporary duty travel within their theaters for employees under their jurisdiction. Such orders may provide for temporary duty travel beyond the theater, where clearance has been obtained from the appropriate Division Chief. Chiefs of Missions (and Chiefs of Stations) may not issue orders for travel to or from the United States or for permanent change of station (outside the assigned theater)."

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

[]
Chief, Administrative Staff

25X1A

EAM/m
ADMIN files**SECRET**

MAY 17 1951

Copy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management
FROM : Chief, Administrative Services

DATE: 12 June 1951

SUBJECT: Change in CIA Regulation Number

25X1A

1. It is requested that the following paragraph be inserted in CIA Regulation Number under paragraph A(2):

25X1A

Add paragraph (d) as follows:

"(d) In connection with new appointees hired in the United States at places outside the Metropolitan area of Washington, D. C. for duty abroad, Form 36-207 will accompany "Confidential Funds Personnel Action", Form 37-1."

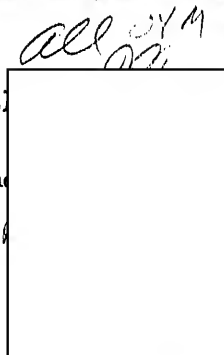
2. Present paragraphs (d) and (e) to be redesignated paragraphs (e) and (f) respectively.

25X1A

Office Memorandum • UNITED STATES GOVERNMENT

25X1A TO : Administrative Officer
FROM : Chief, Administrative Services
SUBJECT: Request for Unvouchered Foreign Travel Orders
25X1A REF : CIA Regulation

DATE: 11 June



1. Upon receipt of this memorandum requests for unvouchered foreign travel orders or amendments thereto will be submitted on Form 36-207, approved March 1951, "Request for Unvouchered Foreign Travel Orders."

2. This form must be filled out completely in accordance with the nature of the travel, in triplicate, and routed to the Transportation Division through Covert Personnel Division after necessary approval.

25X1A



Attachment:
Form 36-207

JUN 19 1951

REQUEST FOR UNVOUCHERED FOREIGN TRAVEL ORDER				DATE
NAME		GRADE AND SALARY	TITLE OR RANK AND SERIAL NO.	CHARGEABLE PROJECT
<input type="checkbox"/> STAFF EMPLOYEE	OFFICE	OFFICIAL STATION		OFFICE TELEPHONE
<input type="checkbox"/> STAFF AGENT	RESIDENCE ADDRESS (IF STATIONED IN WASHINGTON)			RES. TELEPHONE
ITINERARY: (ALL TEMPORARY DUTY POINTS MUST BE SPECIFICALLY INDICATED.)				
JUSTIFICATION IN DETAIL: GENERAL STATEMENTS SUCH AS "OFFICIAL BUSINESS" OR "CONFIDENTIAL PURPOSES", ETC., WILL NOT BE ACCEPTED. IF PERMANENT CHANGE OF STATION SHOW NAME, AGE, AND RELATIONSHIP OF IMMEDIATE FAMILY AND SHIPMENT OF AUTOMOBILE, HOUSEHOLD AND PERSONAL EFFECTS.				
DURATION OF TRAVEL:		HOME LEAVE <input type="checkbox"/> PERMANENT CHANGE <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/>		
FROM		TO		
CHECK ONE FOR STAFF EMPLOYEE:				
Transportation to be procured by Transportation Div. <input type="checkbox"/>		Transportation to be procured by individual <input type="checkbox"/> Justify:		
MODE OF TRAVEL:				
COMMON CARRIER		GOVERNMENT TRANSPORTATION		
Airplane <input type="checkbox"/>		Airplane <input type="checkbox"/>		
Vessel <input type="checkbox"/>		Vessel <input type="checkbox"/>		
PRIVATELY OWNED AUTOMOBILE <input type="checkbox"/>		Motor Vehicle <input type="checkbox"/>		
ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE RECOMMENDED ON FOLLOWING BASIS:				
(a) _____ cents per mile, not to exceed cost by common carrier. <input type="checkbox"/>				
(b) _____ cents per mile, as being more advantageous to the Government. <input type="checkbox"/> JUSTIFY:				
SPECIAL PROVISIONS: (I.E., EXCESS BAGGAGE, EXTRA FARE TRAIN OR PLANE, OFFICIAL COURIER DESIGNATION, ADVANCE OF FUNDS, etc.)				
DEFINE AND JUSTIFY:				
PER DIEM RECOMMENDED:				
HOME LEAVE ONLY				
DAY'S ACCUM. ANN. LV.	AS OF (DATE)	1. Employee (is, is not) to report to Hdqrs. for _____ days prior to home leave.		
		2. Date of arrival at overseas station:		
APPROVAL (FOR CASES INDICATED)		APPROVALS (ALL CASES)		
<input type="checkbox"/> PERMANENT CHANGE OF STATION		SIGNATURE OF INITIATING OFFICIAL		
<input type="checkbox"/> TRAVEL TO FIRST POST OF DUTY ABROAD		TITLE _____ DATE _____		
<input type="checkbox"/> RETURN FROM POST OF DUTY ABROAD		SIGNATURE OF CONCURRING OFFICIAL		
SIGNATURE OF CHIEF, CPD _____ DATE _____		TITLE _____ DATE _____		
FORWARD IN TRIPLICATE AFTER APPROVALS ARE COMPLETED				

FORM NO. 36-207
MAR 1951

SECRET

(48)

SECRET

TO: ADDA (s) 5 June 1951
FOR: Senior Review Committee Consideration and Action
FROM: Task Force.
SUBJECT: Use of Taxicabs and Private Automobiles

I. Problem

A. Despite the relatively large number of official cars maintained by CIA, there is an acute transportation problem in the Washington area occasioned by the following circumstances:

1. CIA staff employees are located in more than twenty buildings in the metropolitan area.
2. A large number of employees are required to maintain personal contact with persons in other government agencies in various parts of the metropolitan area.
3. There are an increasing number of off-site training areas and meeting places being established which require constant travel by staff employees to and from these sites.

B. The Confidential Funds Regulations and the CIA Regulations provide for the use of taxis under certain circumstances. However, agency regulations on the use of taxis are more restrictive than those prescribed for other government agencies by the Standardized Government Travel Regulations as revised 1 October 1950. The question for consideration is how and to what extent agency regulations may and should be liberalized. Also for consideration is the question as to what internal procedures and controls should be established to prevent unjustifiable use of taxicabs and at the same time permit reimbursement for necessary taxi expenses without undue expenditure of time and unnecessary documentation. (Attached hereto under Tab A are various memoranda on the general problem).

II. Discussion

A. The Confidential Funds Regulations provide in Section 6.6 for the use of taxicabs where security considerations require, if government transportation will not be available within a reasonable time. CIA Regulation No. [] allows the use of taxicabs in order to meet urgent fixed appointments or to transport unusually bulky or delicate equipment, government transportation not being available.

B. These regulations were issued prior to the enactment of Public Law 830, 81st Congress, dated 23 September 1950 and are more restrictive

SECRET

than the provisions of that law and the Revised Standardized Government Travel Regulations dated 1 October 1950, prescribed by the Bureau of the Budget, which now provide for the use of taxicabs and private automobiles where such use is authorized or approved as "advantageous to the Government". The present agency regulations do not take into account various considerations which may make travel by taxi advantageous for the Government, as for example, the value to the Agency of the employee's time and the press of business in the employee's office.

C. In view of the above, the Confidential Funds Regulations and the CIA Regulations should be amended to allow travel in or near an employee's post of duty by taxicab where such travel is determined by an Approving Officer, the Chief, Transportation Section, or the Chief of a Field Station to be advantageous to the Government. A suggested regulation to accomplish this, attached hereto as Tab D, would be substituted for paragraph A (8) of CIA Regulation [] and paragraph 6.6 of the Confidential Funds Regulations would be eliminated.

25X1A

D. It appears that it would be advantageous to the agency to authorize certain individuals to use their private autos on a mileage basis where their duties require them to make repeated or frequent visits to suburban or out of town training sites, installations, or meeting places. It is suggested, however, that reimbursements to individuals on a mileage basis be allowed only where the individual has been issued a Travel Order. This restriction is based on valid considerations, viz., the abuse to which use of private cars on a mileage basis is easily subject, the greater convenience of taxis in congested areas, and the excessive difficulty and expense of processing mileage claims for miscellaneous urban travel. Not only would the cost of processing such mileage claims exceed the actual amount of the claims, but it appears probable that the time spent by the claimant in documenting claims for incidental urban travel on a mileage basis would exceed the time saved by the use of such transportation in the first instance.

E. Some comment is in order as to the question of the allowance of parking fee charges on mileage claims. When reimbursement is made at a commuted rate per mile traveled, under the Standardized Government Travel Regulations, parking charges may not be paid in addition. This restriction applies to the Government generally and there appears to be no reason why CIA should claim an exception for itself except in some specific instance where operational or security considerations are the cause of the expense, in which case the parking fee might be allowed as a legitimate operational expense, but not as a travel item. The mere use of a private car to arrive at a downtown location would appear to be no justification for payment of parking charges, since pool cars, taxis and public transportation are available for such purposes.

F. No exception to the general rule respecting the use of private cars or the payment of parking fees appears to be called for where a

CONTRIBUTED

- 2 -

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SECRET

particular CIA installation is not in a usual taxi cruising zone, if there is CIA shuttle service available from that point or it is within walking distance of an active thoroughfare.

C. A suggested Claim and Receipt Chit form for the submission of claims for travel by taxi is attached hereto as Tab C. As provided in Tab B, the Comptroller would have the authority to establish petty cash funds in the Transportation Division and elsewhere, for the payment of such claims.

III. Conclusions and Recommendations

A. The agency regulations respecting the use of taxicabs are more restrictive than is required by Standardized Government Travel Regulations as revised 1 October 1960, and should be amended per Tab E.

B. In order to conserve its pool transportation for use in urban area travel, the agency should issue travel orders allowing travel by private car on a mileage basis for certain individuals whose duties require frequent or periodic visits to suburban or out of town training areas or meeting sites.

C. Reimbursement on a mileage basis and/or parking fees should not generally be authorized in connection with incidental urban travel, since such travel can be performed more expeditiously and economically by agency shuttles, pool cars, public transportation or taxicab.

D. In order to process petty claims without unnecessary cost, a simplified Claim and Receipt Chit (sample attached as Tab C) should be used and the claims paid from a petty cash fund.

E. Such petty cash fund(s) should be maintained by the Transportation Division, or, if maintained elsewhere, the accountings should be reviewed by that Division, since they control all official transportation available for local use and would be in best position to detect and prevent abuse in connection with the use of taxicabs on a reimbursable basis.

Chairman

25X1A

cc: ADDA (g)
Services (2)
Gen. Counsel
OSO (2)
OPC (2)
Management
Comptroller
Audit
Finance

700 50 4 30 61 25
COMBIBUTTER

SECRET

Proposed Amendment - CIA Regulation

25X1A

Incidental Travel at Posts of Duty

A. As a general rule, government or public (street car, bus, etc.) transportation shall be used for travel at an employee's post of duty. Employees may travel by taxi or personal automobile, as provided in the Standardized Government Travel Regulations, where such travel is authorized or approved as advantageous to the Government, in terms of the press of business, relative time and expense of the various means of transportation, value to the Agency of the employee's time, protection of security, and other factors.

B. Reimbursement for travel by taxi without prior written orders shall be limited to the metropolitan area of an employee's post of duty except as may be specially authorized or approved in individual cases to meet emergency situations. Reimbursement for travel by private automobile shall normally be made only where the travel was made pursuant to a travel order or prior authorization. Reimbursement for private automobile travel shall be made on a mileage basis in lieu of actual cost.

C. Agency Form No. _____, "Claim and Receipt Sheet" may be submitted for reimbursement for incidental travel by taxi or public transportation performed by an employee at his post of duty. To expedite the handling of such claims, the Comptroller may establish petty cash funds in the Transportation Division and elsewhere for the processing of such claims.

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TN 6

ILLEGIB

CLAIM AND RECEIPT CHIT

Received \$ _____ representing reimbursement for
actual official expenses for: _____
taxi, bus or streetcar

Date No. Trips Amount

(FRONT)

I certify that I have not nor will I be reimbursed
for the above expenses from any other source and that
such expenses were not incurred in travel between
home or places where meals were taken, and places
of duty. Justification for this expense is shown on
reverse hereof.

Approved Date Signature

(BACK)

- // 1. Government transportation not available in
reasonable time and urgent fixed appointment.
- // 2. Government transportation not useable due
security reasons.
- // 3. Other reasons why advantageous to government.
(Specify)

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700 50 4 30 11 25
CONTINUATION

SECRET

GENERAL ACCOUNTING OFFICE

WASHINGTON 25

OFFICE OF
COMPTROLLER GENERAL OF THE UNITED STATES
IN REPLY QUOTE INITIALS

Date: October 18, 1951

ACCOUNTING SYSTEMS MEMORANDUM NO. 19

SUBJECT: Reimbursement to Employees for Expenses Incurred in the
Use of Taxicabs within Designated Post of Duty.

1. Purpose. This Memorandum prescribes the methods of reimbursing employees or officers of departments and establishments or others rendering service to the Government for expenses incurred for taxicabs when used within their designated posts of duty. Expenses incurred by employees when in a travel status including taxicab fares from station, wharf, or other terminal to either place of abode or place of business and vice versa, will continue to be reimbursed through the use of Standard Form No. 1012-Revised, Travel Voucher, in accordance with General Regulations No. 88 except that if a Standard Form No. 1012-Revised would not be required other than for the purpose of securing reimbursement for taxicab expenses, such reimbursement may be effected in accordance with procedures prescribed herein.

2. Form Prescribed. The following form is prescribed for general use in the Government in connection with reimbursement of expenses for taxicabs when used within designated post of duty or when not subject to reimbursement on Standard Form No. 1012-Revised:

Standard Form No. 1164 - Claim for Reimbursement for Taxicab
Expenses
(Printed on white paper - size 8" by 5")

Standard Form No. 1164, Claim for Reimbursement for Taxicab Expenses, will be maintained by employees as a record of expenses incurred for taxicabs. As trips are made, the employee will enter on the form the date, points of origin and destination, fare and tip for each trip. The receipt section in the lower left-hand portion of the form will be signed by the payee only when payment is made to him by an Agent Cashier or Imprest Fund Cashier in accordance with paragraphs 3a and 3d below. When the form is filed directly with a disbursing officer in accordance with paragraphs 3b and 3c, the acknowledgment of payment will not be signed.

3. Method of Reimbursement. Employees incurring expenses for taxicabs may be reimbursed as follows:

a. In those agencies where an agent-cashier has been authorized to make reimbursement for taxicab fares the employee will present the signed and approved Standard Form No. 1164 to the agent-cashier for immediate reimbursement. The agent-cashier will periodically summarize a number of such forms on Standard Form No. 1129, Voucher for Petty Purchases, prescribed by General Regulations No. 103. The voucher, together with Standard Forms No. 1164 will be submitted to the fiscal office of the agency in accordance with established procedure and after certification will be forwarded to the disbursing officer for reimbursement to the agent-cashier. If an approved voucher and schedule of payments is in use in the agency, Standard Forms No. 1164 may be used as sub-vouchers thereto without the use of Standard Form No. 1129 or any other voucher form.

b. In those agencies where an approved voucher and schedule of payments is being used and an agent-cashier has not been designated, Standard Forms No. 1164 will be completed as in paragraph 2 above and may be summarized by individual and used as supporting sub-vouchers for the voucher and schedule of payments. The schedule and supporting documents will be processed in the same manner as is now in effect. In any case where an approved voucher and schedule of payments is used it will not be necessary for the authorized certifying officer to certify individual Standard Forms No. 1164 nor will it be necessary for these forms to bear voucher payment information.

c. In those agencies where an agent-cashier has not been designated and the voucher and schedule of payments is not authorized, reimbursement may be accomplished by having each individual who incurs taxicab expenses prepare a Standard Form No. 1129 summarizing thereon a number of Standard Forms No. 1164.

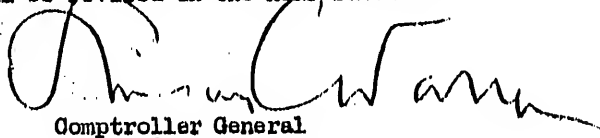
d. A Regulation for Small Purchases Utilizing Imprest Funds is being considered for issue in the near future. When such funds have been established in an agency, reimbursements for taxicab expenses may be accomplished in accordance with those regulations.

e. Standard Forms No. 1129 or voucher and schedule of payments prepared in accordance with the above, may be filed for reimbursement as frequently as necessary, but preferably on a monthly basis so that administrative processing and the issuance of Treasury checks in small amounts may be kept at a minimum.

4. Certification. Standardized Government Travel Regulations provide that when taxicabs are used by employees within designated posts of duty, such use must be authorized or approved as advantageous to the Government. Standard Form No. 1164 prescribed herein contains the necessary certifications to be signed by the employee and the approving official.

5. Supply of Forms. Each department, establishment or agency is requested to make requisition upon the General Services Administration for a supply of the Standard Form No. 1164 herein prescribed which is estimated to meet its needs.

6. The provisions of General Regulations No. 88, Second Revision, dated November 7, 1950, and General Regulations No. 103, dated May 2, 1945, inconsistent herewith will be revised in the near future.



Comptroller General
of the United States

Subvoucher No.
Date

CLAIMANT'S ADDRESS

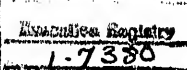
[illegible]

(Approving Official) _____

.....
(Signature)

Title

ACCOUNTING CLASSIFICATION

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 12 April 1951

FROM : Advisor for Management

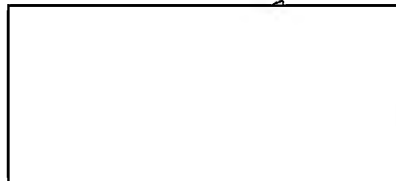
SUBJECT: Revision of CIA Regulation No. [redacted], Transportation.

25X1A

1. Attached is a revised draft of CIA Regulation No. [redacted] Transportation. All changes are indicated by brackets []. 25X1A

2. This revision effects a number of procedural changes and does not change Agency policy on the subject of transportation.

3. Recommend approval.



25X1A

Attachment

~~SECRET~~

APR 16 1951

20 March 1951

MEMORANDUM TO: Advisor for Management

FROM : Deputy Personnel Director

SUBJECT : Amendment of Agency Regulation ☐

25X1A

1. In accordance with attached memoranda, it is requested that Regulation ☐ A(8)(c)(1) be revised so that the fifth line reads: "after appropriate certification by the Medical Office".

25X1A

2. It is not believed necessary to issue any notice advising of the specific changes in procedure since permits are requested in writing and instructions can be furnished individually as to time and place of testing.



25X1A

Encl.

Memo 3-7-51

Memo 3-17-51

ALPHABETICALLY

10-11-1951

RECEIVED

MAR 21 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Personnel Director

DATE: 17 March 1951

FROM : Deputy Chief, Administrative Services

SUBJECT: Driver Testing Program

1. Reference your memorandum dated 7 March 1951 suggesting that the Services Office assume full responsibility for necessary testing and issuance of CIA Drivers Permits, in accordance with Administrative Instruction []

25X1A

25X1A 2. This office agrees that the performance on the "Directions Test", is not a factor to be used in determining whether or not a permit is issued and recommends that this particular test be discontinued. Furthermore, we agree that the practice referring candidates to [] for the purpose of completing the "Past Performance Test" is inconvenient and time consuming, therefore, this office interposes no objection to assuming responsibility for the complete function of arranging for issuance of the Drivers Permits.

3. The Transportation Division of the Administrative Services Office will be charged with this responsibility effective 21 March 1951 and if you will arrange to forward to that office the complete records on previous permits, together with a supply of "Drivers Past Performance Test" forms, we will be in a position to carry on this function.

25X1A 4. The proposed procedure to implement this operation will be to have applicants report to 214-B North Building where arrangements will be made for an appointment for a physical examination and upon receipt of results of such examination, applicants will then be referred to the [] where they will be given the drivers test and required to execute the "Drivers Past Performance Test".

[]
25X1A

7 March 1951

MEMORANDUM TO: Services Officer
FROM : Deputy Personnel Director
SUBJECT : Driver Testing Program

1. As a result of review of our present driver testing program, it has been suggested that the procedure of referring candidates for CIA Operator Permits to the Testing Branch, Personnel Division (O) be discontinued and that certification by the Chief of Testing as to the candidate's qualifications no longer be required.

2. This suggestion is based on the following facts:

- (a) Performance on the Directions Test is not a factor in determining whether or not a permit is granted. While it is believed desirable to continue employment testing of applicants for chauffeur and truck driver positions to obtain some estimate of their mental abilities, it is not believed necessary to continue administering this test to employees who are required to obtain CIA permits.
- (b) The Past Performance Test is in actuality not a test but an inquiry into the candidate's experience in operating various classes of vehicles under different weather, terrain, and traffic conditions as well as into his history of arrests and accidents. Administration of this test does not require the services of a trained test administrator and could be conducted in the Services Office, possibly just prior to road testing.
- (c) The practice of referring candidates to the Street location for the purpose of taking the Directions Test and of completing the Past Performance Tests is inconvenient for the candidate and quite time consuming.

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3. It is therefore recommended that the Services Office assume full responsibility for the proper issuance of required permits, continuing to utilize the present procedures for medical examination. Complete records on previous permits will be furnished your office by the Personnel Division (O).

4. Your comments and recommendations on this suggestion will be appreciated.

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cc: Chief, Personnel Division (O)

C O P Y

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~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A TO : Advisor for Management
ATTENTION: Mr. [REDACTED]
FROM : Chief, Administrative Services
SUBJECT: Administrative Services Regulations

DATE: 14 February 1951

1. Submitted herewith, per your request are the regulations pertaining to Administrative Services activities for inclusion in the CIA Regulations Manual.



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W.I. PEEL

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MEMORANDUM FOR: Deputy Director (Administration) 28 February 1952

SUBJECT : Reduction in Cable Traffic Load and Delays in Transmission of Communications by pouch.

1. PROBLEMS:

- a. Reduction in cable traffic load by use of other media, particularly airgrams.
- b. Means of expediting communications transmitted by pouch.

2. FACTS BEARING ON THE PROBLEMS:

a. Cable Traffic:

(1) The major portion of time consumed in processing a cable is due to encipherment and decipherment.

(2) Airgrams are transmitted by open international air mail or by diplomatic pouch.

(3) Transmittal of classified material of this Agency (now sent by cable) by airgram via international air mail would require encipherment and thus the load on cryptographic personnel would not be lessened.

(4) Transmittal by pouch of airgrams (to be termed pouchgrams) is under study [redacted]. Time will be saved in distribution at destination because of its multiple address capability. [redacted] will make this the subject of a separate report.

(5) Cable traffic is now being handled on a current basis as a result of action already taken.

(6) There are daily traffic peaks between 1530 and 2130 hours, particularly so on Thursday and Friday.

(7) Adequate use is not made of "Deferred" precedence cables.

b. Pouch Transmission:

(1) Processing and coordination delays in handling pouch materials and pouches within this Agency are largely responsible for the excessive time between preparation and receipt of documents transmitted by pouch.

(2) OSO, OPC, and Commo. (for whom 98% of pouch material is dispatched) express satisfaction with present courier service.

(3) The question of establishing a separate CIA courier service has arisen in the past but its feasibility as a time saver is most doubtful and a definite probability exists that present security would be jeopardized.

(4) No one office is now responsible for dispatch and receipt of pouch material.

3. DISCUSSION:

a. Cable Traffic:

(1) The tendency to greater verbosity in airgrams would probably increase cryptographic load on Signal Center if these were sent by international air mail.

(2) While no backlog now exists on cable traffic in the Signal Center, its personnel could be used to greater advantage if the traffic load were better distributed throughout the day and week.

(3) There is an inclination to utilize a considerable proportion of the day in preparing and coordinating a cable and then rushing it out at day's end. There is also the tendency to "clear the docket" before a weekend. Operational efficiency requires curbing these tendencies.

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b. Pouch Transmission:

(1) Fixing of responsibility in one office for the dispatch, receipt and method of handling of pouches will obviate many delays and errors.

(2) The Records Integration Staff, OSO, is prepared to handle receipt and dispatch of overseas pouches and pouch material. This is the office of primary interest.

4. CONCLUSIONS:a. Cable Traffic:

(1) That further consideration of the use of airgrams should be discontinued in connection with open international air mail.

(2) That, while cable traffic is now current, other means can and should be employed to increase efficiency.

b. Pouch Transmission:

(1) That responsibility for receipt and dispatch should be vested in one office and that office is the Records Integration Staff, OSO. No exception should be made to this unless specifically prescribed by the DCI.

(2) That the responsibility for providing couriers between offices of this Agency and Records Integration Staff, also between the latter and appropriate foreign courier service, remain with the Chief of General Services.

5. RECOMMENDATIONS:

a. That the attached notice (Annex I) be sent to all offices of CIA.

b. That the attached regulation (Annex II) be published and placed in effect immediately.

[Redacted Signature]

Special Assistant to the DD/A

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ANNEXES:

I Proposed notice reference cable traffic.

II Proposed regulation reference transmission of documents by pouch.

CONCURRENCE:

APPROV

25X1A

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FRANK G. WISNER
Deputy Director
(Plans)

WALTER REID WOLF
Deputy Director
(Administration)

APPROVED - ~~DISAPPROVED~~

Walter B. Smith
WALTER B. SMITH
Director, Central Intelligence

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Security Information

20 February 1952

MEMORANDUM FOR: Special Assistant to DD/A

SUBJECT: Proposed Regulation No. Transmission of 25X1A
Documents by Overseas Air Pouch.

1. In compliance with your request, attached is a proposed Regulation concerning the transmission of overseas air pouches.

2. You will observe that this Regulation does not include detailed procedures such as method of wrapping, manner of addressing, etc. Discussions with representatives of the covert offices, which account for approximately 98 per cent of all material transmitted by pouch, convince us that it is simply not practicable to spell out such procedures for Agency-wide application. In addition, such a publication, if it were to be at all useful, would reveal information of operations of the Agency components under the jurisdiction of DD/P on a much wider basis than the "need-to-know" principle would require.

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W. L. PEEL
Chief, General Services

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7. TRANSMISSION OF DOCUMENTS BY OVERSEAS AIR POUCH

- A. The Records Integration Staff, Office of Special Operations, is designated as the sole Agency control point for the receipt and dispatch of all overseas air pouches, except when other channels have been specifically prescribed by the Director of Central Intelligence.
- B. The Chief, Records Integration Staff, is responsible for:
- (1) Establishment of appropriate procedures to be followed in sending or receiving material by pouch.
 - (2) Selection and designation of channels to be used for material sent by air pouch.
 - (3) Assignment of indicators, where necessary, for expeditious or special routing of pouch material.
 - (4) Prescribing measures to be employed to preserve security, including the determination as to whether material will be forwarded to the Records Integration Staff unsealed in order to ascertain conformity with security requirements, or sealed and accompanied by a certificate from the releasing officer to the effect that the pouch contains only official government business, does not contain contraband material and that the contents do not violate security regulations. ~~It should be noted that direct true name reference to identifiable components of the U. S. Government, to CIA or components thereof, or to Agency officials, is prohibited in documents being sent overseas when such components or officials are mentioned in connection with NSCID 5 or NSC 10/2 activities.~~
- C. It will be the responsibility of the Chief, Administrative Service, to provide CIA couriers for transporting pouches between the originating Office and the Records Integration Staff, and between the latter and appropriate Foreign Courier Service.
- D. It is not practicable to publish detailed pouching procedures for Agency-wide application since method of wrapping, manner of addressing, channel to be used and necessary security measures will not only vary with the overseas area and the Office concerned, but will also change from time to time. Nor is it desirable from a security standpoint to do so since such publication, to be of real usefulness, would cause an unnecessary disclosure of sensitive information.
- E. When material is to be sent or received by pouch, it will be the responsibility of the Office head concerned or his designated representative to make necessary arrangements with the Chief, Records Integration Staff, regarding specific procedures, channels, indicators, security precautions, etc., to be employed.
- (1) When material of the same type is to be pouched on a continuing basis, the Chief, Records Integration Staff, may assign a specific routing indicator for exclusive use of the Office concerned.

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- (2) Once a procedure has been established for the use of a particular Office, the Office head concerned will issue appropriate instructions, as necessary, for the guidance of his personnel engaged in the preparation of pouches or pouch material.
- F. In order to reduce, so far as possible, delays in the transmission of documents by pouch, the following action should be taken:
- (1) Processing and coordination time, while documents are in the hands of CIA officials, should be kept to the minimum.
 - (2) Outgoing pouch material should be routed to the fewest possible persons for coordination consistent with proper supervisory control and operational and security requirements.
 - (3) When necessary to expedite the coordination of urgent or important documents for pouching, special messengers should be utilized.
 - (4) Documents should be pouches and forwarded promptly. The practice of holding documents for the preparation of pouches on a periodic basis is not to be followed.
- G. Each Office concerned should instruct its field representatives in accordance with the applicable portions of this Regulation in order that the greatest speed possible may be achieved, in the field as well as at headquarters, in the processing, coordination and dispatch of pouch material.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

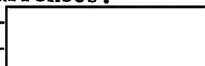


Deputy Director/ Effective: ~~4 March 1952~~
(Administration)

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Concurrences:

OSI -
ORR -

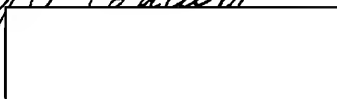


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